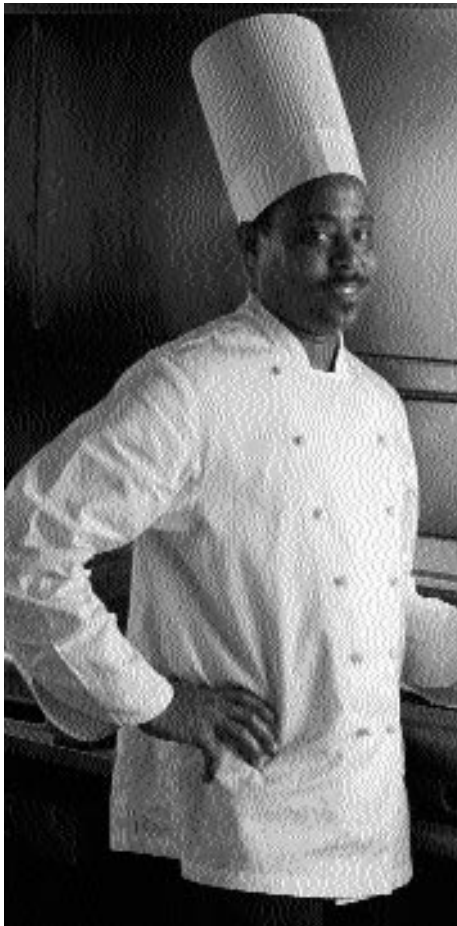


San Benito County

Occupational Outlook 1998



- ◆ Product of:
The California Cooperative Occupational Information System
- ◆ Developed for:
San Benito County Private Industry Council
- ◆ by:
*The NOVA Private Industry Council,
The California Employment Development Department*
- ◆ and:
The California Occupational Information Coordinating Committee
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California Cooperative Occupational Information System



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◆ *by NOVA Private Industry Council:*

A service administered by the City of Sunnyvale

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The employers who took their valuable time to answer over 300 occupational surveys

◆ *Resources*

Employers, educators, union representatives and other resource people who were contacted because of their expertise in an occupation



Table of *Contents*



Introduction

<i>Introduction</i>	<i>i-ii</i>
<i>Project Methodology</i>	<i>iii-iv</i>
<i>Description of Tables</i>	<i>v-ix</i>

Tables

<i>Combined Food and Preparation Service</i>	<i>2-3</i>
<i>Construction Manager</i>	<i>4-5</i>
<i>Cooks- Restaurants</i>	<i>6-7</i>
<i>Cooks- Specialty Fast Food</i>	<i>8-9</i>
<i>Electromechanical Assembler</i>	<i>10-11</i>
<i>Financial Managers</i>	<i>12-13</i>
<i>Helpers-Carpenters & related workers</i>	<i>14-15</i>
<i>Home Health Aides</i>	<i>16-17</i>
<i>Human Service Workers</i>	<i>18-19</i>
<i>Janitors & Cleaners</i>	<i>20-21</i>
<i>Laborers, Landscaping & Groundskeeping</i>	<i>22-23</i>
<i>Machinists</i>	<i>24-25</i>
<i>Maids & Housekeeping Cleaners</i>	<i>26-27</i>
<i>Metal Fabricators</i>	<i>28-29</i>
<i>Receptionists</i>	<i>30-31</i>
<i>Roofers</i>	<i>32-33</i>
<i>Sales Representatives, non-scientific except retail</i>	<i>34-35</i>
<i>Teachers-Kindergarten</i>	<i>36-37</i>
<i>Teachers-Special Education</i>	<i>38-39</i>
<i>Truck Drivers, light</i>	<i>40-41</i>

Training Providers

<i>List of Training Providers</i>	<i>42-117</i>
---	---------------

Appendix

<i>List of Previously Studied Occupations</i>	<i>118</i>
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introduction

Overview

The San Benito County Private Industry Council Labor Market Information Study is produced as part of a statewide project called the California Cooperative Occupational Information System (CCOIS). The program is a cooperative effort between NOVA Private Industry Council, San Benito County Private Industry Council and the State of California Employment Development Department's (EDD) Labor Market Information Division (LMID). It is an annual study conducted to improve the match between the labor needs of employers and the skills of job seekers by providing current, localized occupational information. Funding for this study is provided by EDD and NOVA.

San Benito County Private Industry Council

Under the direction of the Board of Supervisors, with concurrence from the Private Industry Council, the agency provides a wide variety of programs to improve the quality of life for low-income and unemployed persons. The Community Services and Workforce Development Department administers the Job Training Partnership Act (JTPA) Program. The agency provides job skills training and placement for persons who are experiencing barriers in finding employment. Assessment testing, child care, transportation, and counseling services assist in appropriate training and placement of clients. The agency, in partnership with other local organizations, opened its One-Stop Career Center in 1997, with the goal of providing comprehensive employment services for its job seekers and employer customers. The information provided in the CCOIS survey will serve as a valuable tool to the customers needing local and up-to-date labor market information.

A Partnership

This report was developed through a partnership between the San Benito County PIC and the NOVA PIC, in order to provide locally developed regionally specific information. San Benito County and Southern Santa Clara County (ZIP codes: 95021, 95037, 95038, 95046, 95020) share the same workforce needs and utilize the same labor pool. By combining the two areas we have been able to provide a more complete picture of our regional workforce.

NOVA Private Industry Council (PIC)

The NOVA PIC welcomed an opportunity to work with San Benito County PIC to develop this report. NOVA was one of the original local partners of the CCOIS and is in its tenth year of providing local labor market information for Santa Clara County. Through previous partnerships, it has successfully produced a number of regional studies including a labor market analysis of High Tech Manufacturing, Service Industry, and the Software Industry.

Labor Market Information Division (LMID)

This project is administered by the LMID to encourage state/local cooperation in gathering, analyzing, and distributing occupational information. LMID has access to an extensive state database from which to provide information and projections concerning local labor market conditions. LMID's expertise, technical assistance, and database have all been made available to NOVA PIC and, through this publication, are now being made available to you.

Note: The various tasks of each organization in the survey process are described in Project Methodology.

Uses of the data

The data in this publication has been gathered, analyzed, and is distributed with the intention of being used by a variety of organizations and individuals for many different purposes. Some of the most important uses are listed below.

- **Career Decisions:** The Occupational Tables have been specifically designed for use by career counselors and job seekers to provide easy to read local information on twenty occupations. The localized information includes employer requirements and preferences, wages, and labor supply and demand. It helps career counselors and job seekers to make informed occupational choices based on skills, abilities, interests, education, and personal needs.

Note: In the “Description of Occupational Outlook Tables,” each section of the table is defined. Suggestions for interpreting the data have been made in italics. It is hoped that this format will make it easier for career counselors to use this data effectively when working with clients.

- **Placement and Job Development:** When job counselors and job developers are looking for appropriate placements for clients, the Occupational Outlook Tables can also be of help.

Note: information is provided to assist job seekers in making a decision as to whether a particular occupation is appropriate for their skills, abilities, education, and needs. The information may help the counselor and job seeker to assess the job market and to become more aware of the job skills, which Santa Clara County employers rate as important for entry into the occupation. The information provided under the title “Principal Employing Industries” can guide the job seeker toward industries which are the largest sources of employment for that occupation.

- **Vocational Program Planning:** The report provides local planners and administrators with employment data, including occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Note: The Occupational Tables provide local planners with

the Supply/Demand, Occupational Size, and Expected Growth Rate information. This section summarizes data collected from state tax records, as well as a federal occupational survey and information collected directly from local employers. This multi-source information will make it possible to make more confident judgments concerning the suitability of occupations for training.

- **Curriculum Design:** Training providers can assess and update their curriculum based on current employer needs and projected trends as indicated in this report.

Note: The “Job Skills” section of the Occupational Tables, which provides information on employer skill preferences, will be of particular value to curriculum planners, because it rates skills according to employers’ evaluation as either very important or important.

- **Economic Development:** Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in the San Benito labor market area.

Note: Information on Supply/Demand, Occupational Size and Growth Rates, and Wage Data can be used in establishing the suitability of Santa Clara County for specific types of business growth and development.

- **Program Marketing:** Training providers can effectively market their programs by informing students, employers, and others that the chances for job placements are much greater, because their programs are developed using reliable local information.

- **Human Resource Management:** Small business owners and large corporate human resource directors alike can use this report to determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

It is hoped that this publication will meet the needs of its users. If you have any suggestions for improvement, please contact NOVA’s LMI Project Coordinator at (408) 730-7232.

Project Methodology

LMID developed Occupational Forecast Tables specifically for NOVA PIC. These tables provide 1995 employment by occupation, projected seven year growth, and separation figures for occupations in San Benito County, in which there is employment of 50 or more. Occupational distribution by industry is also provided.

These tables contain information on over 400 occupations. They are generated using state unemployment insurance records of San Benito County businesses and data from a federally financed Occupational Employment Statistics (OES) survey of occupational distribution within industries, identified according to Standard Industrial Classification (SIC) titles.

Occupational selection criteria

NOVA PIC applied the following criteria to narrow the list of possible occupations to survey to twenty:

- The occupation must have a substantial employment base in the county;
- There must be a substantial number of projected job openings in the county;
- There appears to be present and future occupational growth;
- There appears to be substantial potential for earning capacity;
- The training time required for the occupation must be two years or less, allowing for some exceptions based on the strength of the other criteria;
- The skills requirements are impacted by some fluctuation in the labor market or emerging technology.

Survey sample selection

A preliminary list of occupations was developed. This list was reviewed by representatives of community based vocational training programs, educational institutions, organized labor, economic development organizations, and the PIC. From the input of these organizations, some occupations were eliminated and others added, and the final occupations selected. Each occupation was then clearly defined and an appropriate OES/DOT title was assigned.

After the occupations were selected, defined, and the appropriate OES/DOT titles assigned, LMID developed an employer sample for each occupation. One consideration in drawing up the employer sample was the pattern of distribution of industries in which the occupation could be found. Industries are classified by the Standard Industrial Classification manual. There are nine major industry groups; some examples are agriculture, construction, manufacturing, and retail trade.

LMID staff, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. For example, a medical assistant would generally work for a firm classified in the health services category, whereas a word processor may be scattered across several industries —health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. If 20 percent of San Benito County workers in an occupation were found in a specific industry, then 20 percent of the sample was drawn from that industry.

The sample was carefully reviewed, and employers were called to verify company name and address, confirm the existence of the occupation at the company, and obtain the name of a contact person. Employers were added or

deleted as appropriate. The final sample included up to forty employers for each occupation.

Questionnaire development

Separate questionnaires were developed for each of the twenty occupations. Since the standard questionnaire did not contain a skills question, NOVA, with the assistance of EDD/LMID, developed a third page to cover skills for each occupation. The questionnaires were mailed June 1998.

Survey procedures

After the mailing, all employers who did not return a completed questionnaire by the designated deadline received a follow-up phone call. Data collection began July 1998 and was completed in October 1998. Employers were given the opportunity to respond to the questionnaire over the phone or return it by FAX or mail. Additional employers were added to the original sample as necessary to ensure meeting a 50% response rate and to survey 40% of the samples projected employment size.

Tabulation results

All surveys were reviewed for accuracy of the data, and employers were recontacted if answers were missing, unclear or conflicted with other answers. In addition to contacting employers, the NOVA staff contacted labor unions, employment agencies, training providers, etc. to learn more about a specific occupation.

The survey responses were entered into a database and tabulations were prepared. From these tabulations, the data was analyzed and the final occupational summary reports were prepared by NOVA staff. Each occupational statement provides information on training and hiring requirements, size of the occupation and growth rate expected, supply and demand assessment, major employment sources, and other information. Specific employer information is confidential and cannot be released.

Description of occupational tables

Overview

The Occupational Tables (pages 2-41) present a summary of the project's findings by occupation. A separate table is presented for each of the twenty occupations for which a survey was completed. Major sections of each table include:

- The Occupational Title and OES/DOT Code(s)
- Occupational Definition
- Wage Information
- Education
- Training & Experience
- Fringe Benefits
- Occupational Skills
- Supply and Demand
- Principal Employing Industries
- Recruitment Methods
- Employment Trends
- Training Providers
- Other Information
 - Employment Distribution by Gender
 - California Occupational Guide Number
 - Work Patterns

The following is a brief description of each section of the tables, definitions of terms relevant to the specific sections, and suggestions concerning how the information can be used effectively.

Title, code, and definition

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles. The titles and definitions are based on the OES Dictionary published by the Bureau of Labor Statistics, October 1991.

Wages

Wage data serves as a guide for comparing salaries of one occupation to those of another. This information helps ascertain the exact salary ranges and calculated median wages for each occupation. Where applicable, this information is provided for both union and non-union employees. All wages reflect responses given by employers surveyed.

Please note that this data is not meant to represent official prevailing wages and should be used (if at all) with caution for wage and salary administration. It reflects information gathered in the summer of 1998 and does include the Federal minimum wage increase of March 1, 1998. Wages are reported for three occupational levels as follows:

- **Entry level, no experience:** wages generally paid to persons trained or qualified but with little or no paid experience in the occupation.
- **Experienced, new to firm:** starting wage generally paid to journey-level or experienced persons who are just starting at the firm.
- **3+ years experience w/firm:** wages generally paid to individuals with three years or more experience at the firm in that occupation.

Education

- **Education:** This section identifies the level of formal education most recently hired by employers.

Training & experience

- **Training:** Generally refers to vocational training as provided by Regional Occupational Programs, adult education, private vocational schools, state approved apprenticeship programs and community college vocational training programs. Some occupations have legal or voluntary licensing, registration, or certification requirements which stipulate training or proficiency tests. Details are provided where applicable.

It should be noted that just meeting employer requirements may not be sufficient for employment. Often, the difference between obtaining or not obtaining employment for an inexperienced person is completion of the preferred levels of education and training. This is particularly true in occupations where supply exceeds demand and the inexperienced are competing with the experienced.

- **Experience:** The amount of experience required by employers, and the areas in which employers look for experience is noted in this section. If training is an acceptable substitute for work experience, that is also noted.

This section provides a good indication of the degree of competition for jobs in the occupation. The more experience an employer requires, the stronger the competition, and the harder it will be to enter the occupation with the proper qualifications, but no experience.

Benefits

The benefits section identifies what percentage of the employers surveyed offer benefits to employees (both full-time and part-time where applicable) in the occupation.

Job skills

This section provides a summary of employer requirements and preferences in relation to the occupation. It is divided into five categories: Basic/Technical Skills, Communication Skills, Personal Skills, Physical Skills, and Occupation Specific Skills. All skills have been rated by employers on a scale of 0 to 3, with 0 meaning that the skill is “not important” to 3 meaning that the skill is “very important” for the job.

Important Note: With the passage of the Americans With Disabilities Act in 1990, employers must determine the “essential functions” of a position. The designation of a skill as “very important” or “important” is based upon employer preference. These terms are in no way meant to determine which skills are “essential functions” of the position. Employers will have to make that designation for each occupation at their firm.

It is also important to note that although employers report their preferences as to physical skills, the Act also states that “reasonable accommodation” must be made for applicants and employees who have a disability. For more information about the Americans With Disabilities Act, contact NOVA at (408) 730-7232.

Supply and demand

Information in this section reports the level of difficulty employers have finding both inexperienced as well as fully experienced and qualified applicants. Terms used to describe levels of difficulty employers have finding candidates are as follows:

- **Very Difficult:** Employers have great difficulty finding qualified applicants. *The labor market is very good for the job seeker.* Demand is considerably greater than the supply of qualified applicants.
- **Somewhat Difficult:** Employers have some difficulty finding qualified applicants. *The labor market is good for the job seeker.* Demand is somewhat greater than the supply of qualified applicants.

- **A Little Difficult:** Employers have little difficulty finding qualified applicants. *The labor market is competitive for the job seeker.* Supply of qualified applicants is somewhat larger than demand.
- **Not Difficult:** Employers have no difficulty finding qualified applicants. *The labor market is very competitive for the job seeker.* Supply of qualified applicants is considerably greater than demand.

Overall, this section provides the best current indication on the degree of ease or difficulty for a job seeker to obtain employment in the occupation. The information is not absolute, and it can change over time, but it provides a good tool in selecting an occupation for employment in the immediate future. Other factors, such as size of the occupation, projected growth, and separations (discussed in employment trends), should also be taken into consideration when deciding on the suitability of an occupation.

In most cases, the most desirable occupations requiring the least training will be difficult to enter. Occupations that are easy to enter may have elements that are not attractive to the job seeker. Sometimes starting in an occupation considered less desirable will provide the job seeker with the experience required to enter a more desirable occupation at a later time.

Principal Employing Industries

This section provides a list of types of industries that employ people in the occupation. The list is ranked, using projected employment, from industries employing the largest number of people in the occupation in San Benito County. The titles are from the Standard Industrial Classification system, as used in the 1995-2002 Occupational Forecast Tables.

This information is helpful to job seekers and job developers by identifying industries most likely to provide employment in the occupation. This list is organized in descending order, the topmost providing the most employment. It is often recommended that job seekers contact employers within major employing industries in order to get more specific information for career planning.

Recruitment Methods

This section shows the reader where employers go to find job candidates for the occupation.

A majority of employers list the newspaper as a primary source of recruitment, however, while many companies post ads in the paper, most employees find their jobs through personal and professional networking contacts.

Ads are often placed to get a sense of the labor pool to fulfill company policy. This should not discourage the job seeker from reading the want ads, but some additional analysis may be required. For example, the want ads provide valuable information about who's hiring. If a company is hiring engineers this week, they will probably need the technicians to support them next week. Additionally, ads can be a great source of vocabulary for building a resume, providing the current terminology for the industry.

When job seekers use the newspaper as a source of job leads, they will need to do more to set themselves above the competition. For example, job seekers should be encouraged to find out who the hiring manager is, and to send their resume directly to him or her. Counselors should caution job seekers that the ads tend to be overwritten. If the applicant meets 70% of the requirements, they should apply.

A relatively new method of recruitment used by the employers surveyed is the internet.

Employment trends

The information under the graph is provided to make it convenient to find specific information about size, growth, and separations in the occupation. The numbers are based on EDD Occupational Forecast Tables, 1995-2002. Also included are the employer's projections growth for the occupation over the next three years.

Projections are generally the numbers that are most relied upon to provide an indication of whether an occupation is expected to have high demand for new employment. Although it is a good starting point, other factors, such as separations, should be considered in attempting to determine the availability of job opportunities in an occupation.

Size of the occupation: This is a relative term assigned to the number of people employed in the occupation as reported in "Est. employment 1995." The designation is different for each county and is based on the size of the work force in the county.

The number for San Benito County is converted to the relative term based on the following table:

- Small = 14 or less
- Medium = 15–28
- Large = 29–61
- Very Large = 62 or more

The size of the occupation is important because it influences the availability of jobs. For instance, an occupation that is growing very slowly but is also very large could still be a good source of employment. Conversely, an occupation that is growing rapidly but is small in size may not provide good job opportunities at this time for significant numbers of people.

Projected growth: This is also a relative term relating to the rate of growth projected for the occupation from 1995 to 2002 in San Benito County. The Occupational Forecast Tables provide a growth projection for each occupation. These projections are evaluated against data collected from employers, trade associations, schools, and industry analysis to provide a reasonable estimate of growth potential.

The average projected growth for San Benito County is 28.4% during the seven year period of 1995-2002. Ranges have been established around the 28.4% average as follows:

- Much Faster Than Average = 42.6% and above
- Faster than Average = 31.2%–42.5%
- Average = 25.6%–31.1%
- Slower than Average = 25.5% or less
- Remain Stable = no significant change
- Decline = negative percentage

Growth data can help determine if an occupation is likely to provide increasing or decreasing job opportunities in the future. Even in growing occupations however, the supply of qualified people could exceed the demand for a variety of

reasons, including small occupational size, large numbers of people who already meet the occupational requirements, and/or large numbers of people being trained for that occupation.

Openings due to separations: Project the number of people in San Benito County who will permanently leave the occupation. The source of separation is the Occupational Forecast Tables.

"Separations" combined with "growth" can provide an indication of the number of jobs that could be available in an occupation with low turnover. For example, an occupation with low turnover but high growth and separations could point the way to a good opportunity for entrance into an occupation generally difficult to enter.

The chart under the graph reports the projected growth employers predicted for the next three years.

- **Decline:** Employers predict that there will be a decline in the number of employees they employ in the occupation surveyed.
- **Remain stable:** Employers interviewed predict that the number of employees they employ in the surveyed occupation will not change.
- **Grow:** Employers interviewed predict that the number of employees in the surveyed occupation will increase.

Training providers

This section lists the Training Providers in San Benito County for each occupation surveyed. Some occupations did not have training providers in the County. In those cases, nearby training programs were substituted.

Appendix A lists each of the Training Providers in an alphabetical order with detailed information on the address and phone number.

Other information

In this section, found in title bar, lists a variety of additional factors such as, The *California Occupational Code*, *Work Patterns* and *Employment Distribution by Gender*.

- **California Occupational Guide Number:** This num-

ber refers to a series of detailed occupational descriptions prepared by the Labor Market Information Division of the Employment Development Department. These guides are updated regularly and provide information relevant to the State of California. Not all occupations had a corresponding guide at the time this document was printed, but new occupations are regularly added. It is recommended that you refer to the Occupational Guides for more detailed information concerning the occupation.

- **Work Patterns:** This section identifies typical working hours of employees in the occupation. More specifically, it shows how many hours per week they work, on average.
- **Employment Distribution by Gender:** This section gives a percent breakdown of gender distribution in the particular occupation.

tables

Tables

Combined Food Preparation and Service Workers

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Combined Food Preparation and Service Workers do both food preparation and food service. Please do not include workers who spend more than 80 percent of their time in only one of these two areas.

Wage Information

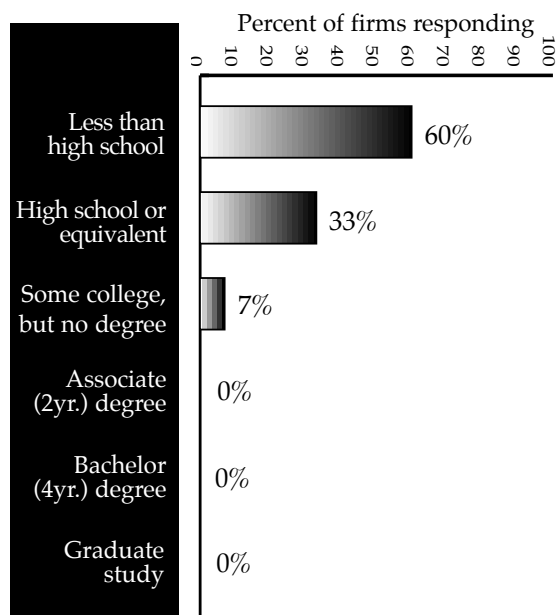
Experience	Low	High	Median
New hires, no experience	\$ 5.75	\$ 7.00	\$ 5.75
New hires, experienced	\$ 5.75	\$ 8.00	\$ 5.75
Experienced, 3 yrs. w/firm	\$ 6.50	\$10.50	\$ 7.00

*Tips range \$5.00-\$10.00 daily

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	100%
Vision Insurance	0%	67%
Life Insurance	0%	33%
Paid Sick Leave	0%	33%
Paid Vacation	0%	33%
Retirement	0%	33%
Child Care	0%	0%

Education



Occupational Skills

Communication Skills:

- Oral communication skills
- Ability to read and follow instructions
- Ability to follow oral instructions
- Ability to write legibly

Personal Skills:

- Ability to work as part of a team
- Customer service skills

Physical Skills:

- Ability to work rapidly

Occupation Specific Skills:

- Ability to operate a cash register
- Fry cooking skills
- Food preparation skills
- Short-order cooking skills

Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	7%	0%	7%	87%
Training as a substitute for work experience	80%	13%	7%	0%

combined food preparation and service workers

Employment Distribution By Gender:

Male: 51%

Female: 49%

Combined Food Preparation and Service Workers

California Occupational Guide Number: n/a

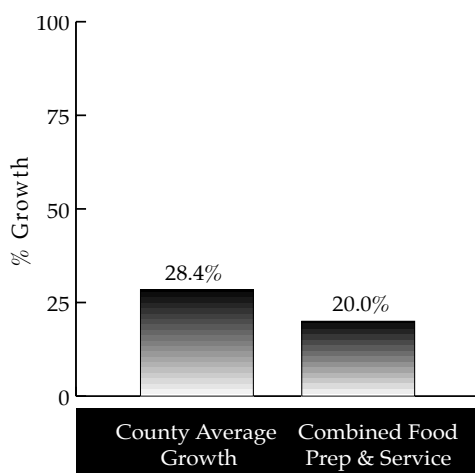
Work Patterns: Full-time: 40 hours per week

Part-time: 22 hours per week

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified		X		
Inexperienced	X			

Employment Trends



Principal Employing Industries

Industry	Percent	SIC
Eating Places	88.8	5812
Grocery Stores	6.7	5411

Size of Occupation in 1995: Very large
 Projected Growth: Slower than average
 Opening Due to Separations: 20

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	93%	7%

*Projected by employers surveyed

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Private employment agencies
- Hire unsolicited applicants
- Recruit via front window signs
- Employment Development Department
- Other

Training Providers

Training specific to this occupation is not available. Food Service/Restaurant Careers and Restaurant Sales and Management would be the related areas of training.

- Mission Trails
- Santa Clara County Regional Occupational Program - South (ROP)

Construction Managers

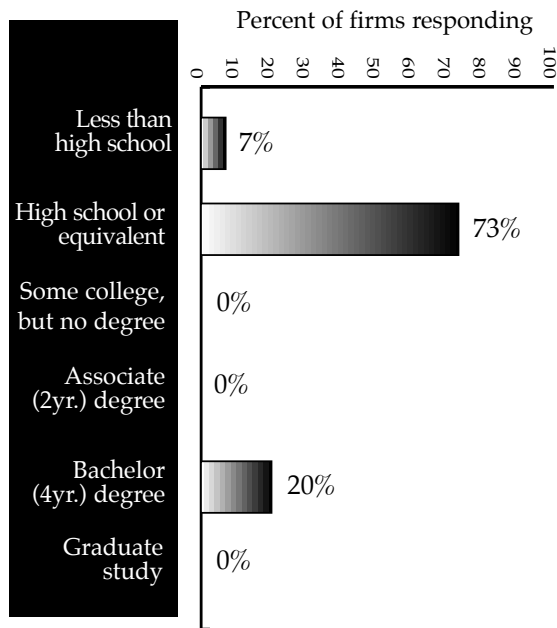
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Construction Managers plan, organize, direct, control, coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems, including specialized construction fields, such as carpentry or plumbing. Please do not include general managers of large construction firms.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 8.00	\$20.00	\$14.38
New hires, experienced	\$ 8.00	\$28.77	\$14.38
Experienced, 3 yrs. w/firm	\$10.00	\$30.00	\$20.00

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience* Required	47%	33%	0%	20%
Training as a substitute for work experience	0%	40%	27%	33%

*Refers to 12-60 months construction experience

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	70%
Vision Insurance	0%	40%
Life Insurance	0%	40%
Paid Sick Leave	0%	60%
Paid Vacation	0%	80%
Retirement	0%	50%
Child Care	0%	0%

Occupational Skills

Personal Skills:

- Ability to work under pressure
- Attention to detail

Occupation Specific Skills:

- Knowledge of EEO and Affirmative Action guidelines
- Knowledge of OSHA safety standards

Computer Software Skills

- Spreadsheet skills
- Word processing skills

Construction Managers

Employment Distribution By Gender:

Male: 95%

Female: 5%

California Occupational Guide Number: n/a

Work Patterns: Full-time: 40 hours per week

Part-time: n/a

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified		X		
Inexperienced			X	

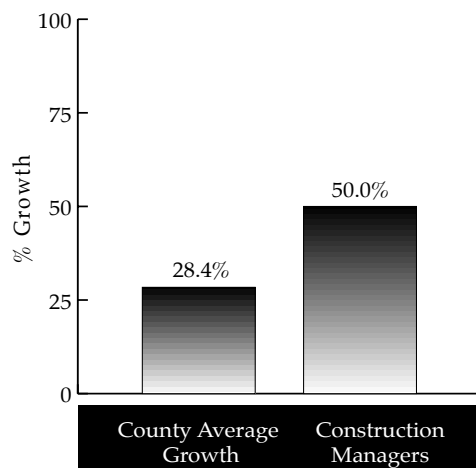
Principal Employing Industries

Industry	Percent	SIC
Single-Family Housing Construction	35.5	1521
Plumbing, Heating, Air Conditioning	19.4	1711
Highway & Street Construction	12.9	1611
Nonresidential Construction, NEC	12.9	1542
Painting & Paper Hanging	9.7	1721

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- In-house promotion or transfer
- Union hall referrals
- Networking
- Other

Employment Trends



Size of Occupation in 1995: Medium

Projected Growth: Much faster than average

Opening Due to Separations: 0

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	7%	80%	13%

*Projected by employers surveyed

Training Providers

Training specific to this occupation is not available. Construction Technology would be the related area of training.

- Cabrillo College
- Hartnell College
- Mission Trails
- Santa Clara County Regional Occupational Program - South (ROP)

Cooks-Restaurants

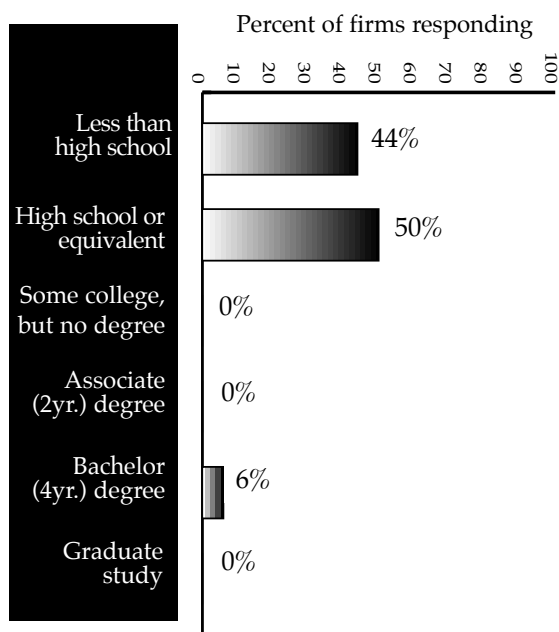
650260

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 5.75	\$10.00	\$ 7.38
New hires, experienced	\$ 5.75	\$11.00	\$ 7.63
Experienced, 3 yrs. w/firm	\$ 7.00	\$12.00	\$10.00

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience* 13%	25%	31%	31%	
Required				
Training as a substitute for work experience	50%	19%	25%	6%

*Refers to 6-24 months cooking experience

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	71%
Vision Insurance	0%	29%
Life Insurance	0%	43%
Paid Sick Leave	0%	57%
Paid Vacation	0%	100%
Retirement	0%	43%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- Basic math skills

Communication Skills:

- Oral communication skills
- Ability to read and follow instructions
- Ability to write legibly and effectively

Personal Skills:

- Ability to work under pressure
- Ability to work independently
- Willingness to work with close supervision

Physical Skills:

- Ability to lift at least 30 lbs. repeatedly
- Ability to stand continuously for 2 or more hours

Occupation Specific Skills:

- Ability to plan and organize the work of others
- Menu planning and food buying skills
- Baking, Meat carving, Sauce and Pastry Making Skills
- Ability to cook ethnic foods

*Respondents did not provide any occupational skills information-the information is provided by EDD/LMID

Cooks-Restaurants

Employment Distribution By Gender:

Male: 80%

Female: 20%

California Occupational Guide Number: 93

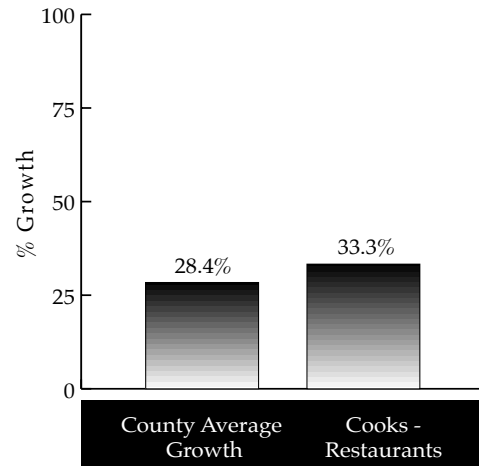
Work Patterns: Full-time: 38 hours per week

Part-time: 22 hours per week

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced		X		

Employment Trends



Size of Occupation in 1995: Large

Projected Growth: Faster than average

Opening Due to Separations: 20

Principal Employing Industries

Industry	Percent	SIC
Eating Places	87.5	5812
Public Golf Courses	12.5	7992

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	100%	0%

*Projected by employers surveyed

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Private employment agencies
- Hire unsolicited applicants
- Employment Development Department
- Recruit via front window signs
- Other

Training Providers

Training specific to this occupation is not available.

Culinary Arts and Food Service/Restaurant

Careers would be the related areas of training.

- Cabrillo College
- Mission Trails
- Santa Clara County Regional Occupation Program (ROP) - South

Cooks-Specialty Fast Food

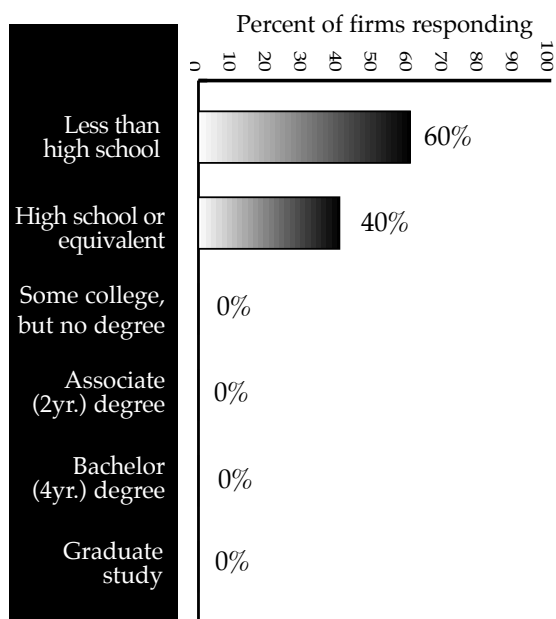
650320

Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 5.75	\$ 6.00	\$ 5.75
New hires, experienced	\$ 5.75	\$ 8.50	\$ 5.75
Experienced, 3 yrs. w/firm	\$ 6.25	\$10.00	\$ 7.95

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience* Required	7%	7%	7%	80%
Training as a substitute for work experience	60%	27%	7%	7%

*Refers to 1-6 months food service experience

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	50%
Vision Insurance	0%	0%
Life Insurance	0%	50%
Paid Sick Leave	0%	50%
Paid Vacation	0%	50%
Retirement	0%	0%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- Ability to operate a cash register

Communication Skills:

- Oral communication skills
- Ability to read and follow instructions
- Ability to follow oral instructions

Personal Skills:

- Ability to work as part of a team
- Ability to work under pressure

Physical Skills:

- Ability to stand continuously for 2 or more hours

Occupation Specific Skills:

- Customer service skills
- Ability to perform routine, repetitive work
- Ability to work nights and weekends

Cooks-Specialty Fast Food

Employment Distribution By Gender:

Male: 59%

Female: 41%

California Occupational Guide Number: 366

Work Patterns: Full-time: 40 hours per week

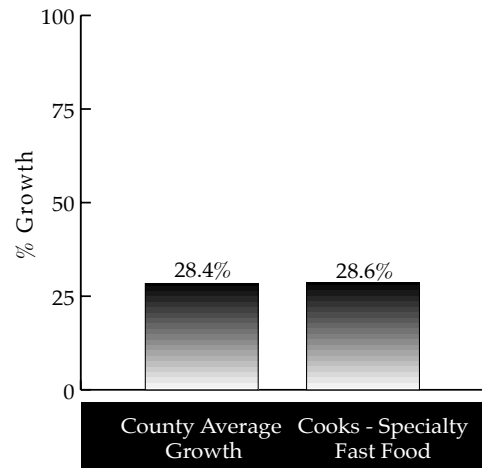
Part-time: 21 hours per week

Temporary: 40 hours per week

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified		X		
Inexperienced	X			

Employment Trends



Size of Occupation in 1995: Very large

Projected Growth: Average

Opening Due to Separations: 20

Principal Employing Industries

Industry	Percent	SIC
Eating Places	100	5812

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	80%	20%

*Projected by employers surveyed

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Hire unsolicited applicants
- Employment Development Department
- Recruit via front window signs
- In-house promotion or transfer
- Public school or program referrals
- Other

Training Providers

Training specific to this occupation is not available. Food Service/Restaurant Careers and Restaurant Sales and Management would be the related areas of training.

- Mission Trails
- Santa Clara County Regional Occupational Program - South (ROP)

Electromechanical Equipment Assemblers-Precision

931110

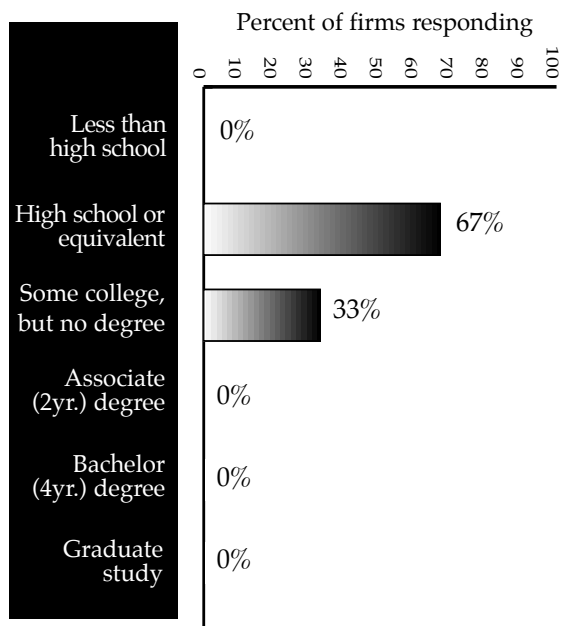
Electromechanical Equipment Assemblers assemble, test, and prepare electromechanical equipment or devices, such as servo-mechanisms, gear trains, gyros, dynamometers, ejection seat mechanisms, wave guides, magnetic drums, tape drives, punched-card reading devices, brakes, control linkages, actuators, and gearbox mechanisms according to specifications.

*3 firms, representing 28 employees responded to this survey.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 5.75	\$13.00	\$ 8.00
New hires, experienced	\$ 6.75	\$15.00	\$ 8.00
Experienced, 3 yrs. w/firm	\$ 8.75	\$18.50	\$10.00

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience* Required	67%	0%	0%	33%
Training as a substitute for work experience	0%	33%	33%	33%

*Refers to 12-24 months industry experience

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	67%
Dental Insurance	0%	67%
Vision Insurance	0%	67%
Life Insurance	0%	33%
Paid Sick Leave	0%	100%
Paid Vacation	0%	100%
Retirement	0%	33%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- Advanced math skills

Communication Skills:

- Oral communication skills
- Ability to read and follow instructions
- Ability to write legibly

Personal Skills:

- Ability to work with close supervision
- Ability to work independently

Physical Skills:

- Possession of good color perception
- Ability to perform precision work
- Good vision
- Ability to work rapidly
- Ability to lift at least 50 lbs repeatedly

Occupation Specific Skills:

- Understanding/knowledge of electrical circuitry
- Ability to read blueprints and schematics
- Ability to use hand tools
- Electronic component and product assembly skills

Respondents did not provide any occupational skills information-the information is provided by EDD/LMID

Electromechanical Equipment Assemblers-Precision

Employment Distribution By Gender:

Male: 50%

Female: 50%

California Occupational Guide Number: n/a

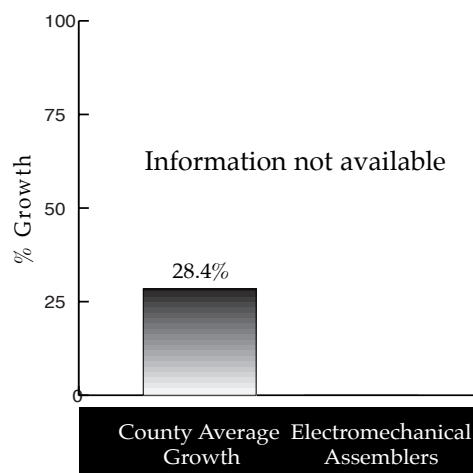
Work Patterns: Full-time: 40 hours per week

Part-time: n/a

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced			X	

Employment Trends



Size of Occupation in 1995: n/a

Projected Growth:: n/a

Opening Due to Separations: n/a

Principal Employing Industries

Industry	Percent	SIC
Relays & Industrial Controls	66.7	3625
Semiconductors & Related Devices	33.3	3674

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	67%	33%

*Projected by employers surveyed

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Private employment agencies
- Hire unsolicited applicants
- Recruit via Internet

Training Providers

Training specific to this occupation is not available. Instructional Aide, Electronics and Environmental Technology would be the related areas of training.

- Hartnell College

Financial Managers

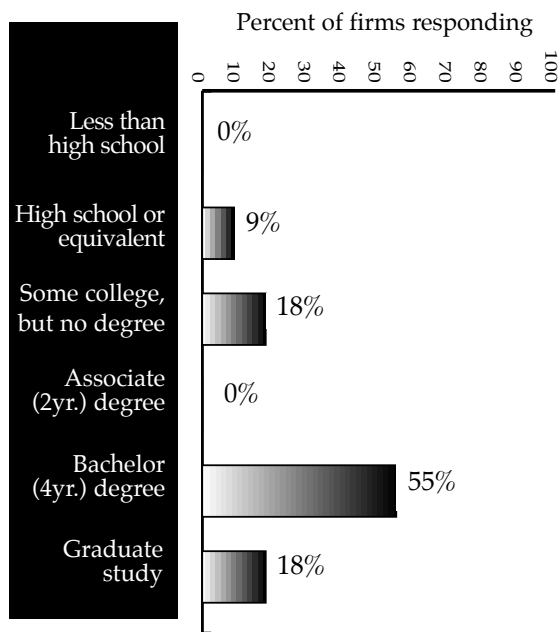
130020

Financial Managers plan, organize, direct, control, coordinate the financial activities of an organization. Please include managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$14.38	\$28.77	\$20.38
New hires, experienced	\$19.18	\$43.15	\$26.37
Experienced, 3 yrs. w/firm	\$21.31	\$49.63	\$35.96

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience* Required	91%	9%	0%	0%
Training as a substitute for work experience	0%	18%	18%	64%

*Refers to 12-60 month accounting/ banking management experience

Fringe Benefits

	Part-time	Full-time
Medical Insurance	10%	100%
Dental Insurance	10%	100%
Vision Insurance	10%	100%
Life Insurance	10%	100%
Paid Sick Leave	10%	100%
Paid Vacation	10%	100%
Retirement	10%	90%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- Basic and advanced math skills
- PC and keyboarding skills

Communication Skills:

- Writing skills and oral communication skills
- Ability to read and follow instructions
- English grammar and spelling skills

Personal Skills:

- Ability to work independently
- Ability to read and comprehend information quickly
- Verbal presentation skills
- Attention to detail skills

Physical Skills:

- Ability to sit continuously for 2 or more hours

Occupation Specific Skills:

- Ability to plan and organize the work of others
- Understanding of regulations affecting financial institutions
- Report writing skills
- Ability to apply techniques of statistical analysis
- Cost and budget analysis skills
- Ability to hire and assign personnel

Computer Software Skills

- Spreadsheet, Database, and Word Processing skills
- Accounting Software Package

Financial Managers

Employment Distribution By Gender:

Male: 42%

Female: 58%

California Occupational Guide Number: n/a

Work Patterns: Full-time: 40 hours per week

Part-time: n/a

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified				X
Inexperienced				X

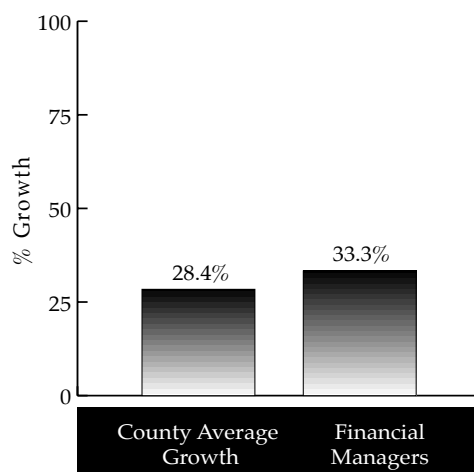
Principal Employing Industries

Industry	Percent	SIC
State Commercial Banks	10.1	6022
Single-Family Housing Construction	7.6	1521
National Commercial Banks	6.3	6021
Plumbing, Heating, Air Conditioning	5.1	1711

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Private employment agencies
- Hire unsolicited applicants
- In-house promotion or transfer
- Networking

Employment Trends



Size of Occupation in 1995: Large

Projected Growth: Faster than average

Opening Due to Separations: 10

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	91%	9%

*Projected by employers surveyed

Training Providers

Training specific to this occupation is not available. Business Administration, Financial Institution Operations and Accounting would be the related areas of training.

- Hartnell College

Helpers-Carpenters and Related Workers

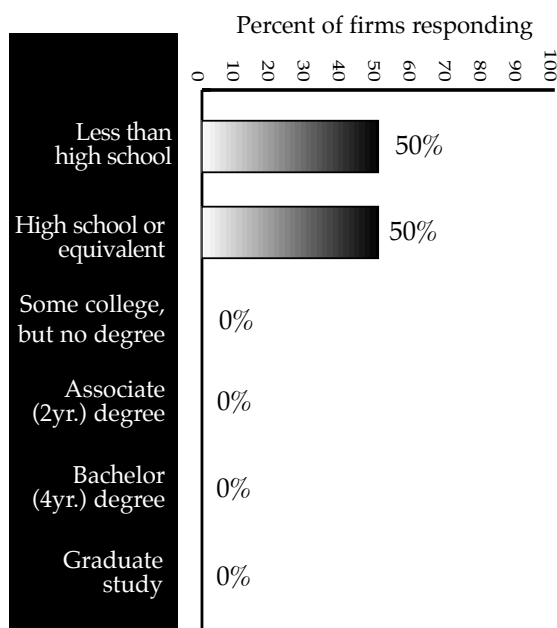
983120

Carpenters' Helpers and Related Workers help Carpenters or carpentry related craft workers by performing duties of lesser skill. Their duties include supplying or holding materials or tools and cleaning work area and equipment. Please do not include apprentice workers or construction or maintenance laborers who do not primarily assist Carpenters or carpentry related craft workers.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 7.00	\$15.00	\$ 8.00
New hires, experienced	\$ 8.00	\$15.00	\$ 8.00
Experienced, 3 yrs. w/firm	\$10.00	\$20.00	\$12.50

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience* Required	25%	25%	0%	50%
Training as a substitute for work experience	25%	25%	25%	25%

*Refers to 3-12 months construction experience

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	100%
Vision Insurance	0%	0%
Life Insurance	0%	0%
Paid Sick Leave	0%	100%
Paid Vacation	0%	100%
Retirement	0%	0%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- Basic math skills

Communication Skills:

- Ability to follow oral instructions
- Ability to read and follow instructions

Personal Skills:

- Ability to provide own hand tools
- Willingness to work with close supervision
- Ability to work as part of a team/independently

Physical Skills:

- Ability to work from ladders and scaffolds
- Ability to tolerate noise and dust
- Good eye-hand coordination
- Manual dexterity
- Ability to climb high places
- Ability to perform strenuous, physically demanding work
- Good physical condition

Occupation Specific Skills:

- Ability to use hand tools
- Ability to implement safe work practices
- Ability to read and use a tape measure

*Respondents did not provide any occupational skills information-the information is provided by EEOC/LEAD

Helpers-Carpenters and Related Workers

Employment Distribution By Gender:

Male: 100%

Female: 0%

California Occupational Guide Number: n/a

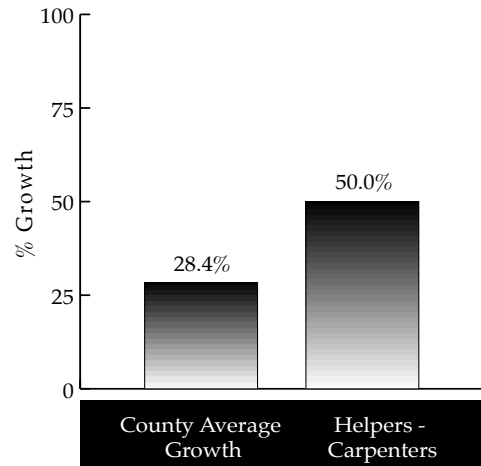
Work Patterns: Full-time: 40 hours per week

Part-time: n/a

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified				X
Inexperienced			X	

Employment Trends



Principal Employing Industries

Industry	Percent	SIC
Single-Family Housing Construction	60.7	1521
Nonresidential Construction, NEC	17.9	1542
Carpentry Work	10.7	1751
Plastering, Drywall & Insulation	7.1	1742

Size of Occupation in 1995: Medium

Projected Growth: Much faster than average

Opening Due to Separations: 0

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	100%	0%

*Projected by employers surveyed

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Networking

Training Providers

Training specific to this occupation is not available. Construction Technology would be the related area of training.

- Hartnell College
- Mission Trails
- Santa Clara County Regional Occupational Program - South (ROP)

Home Health Aides

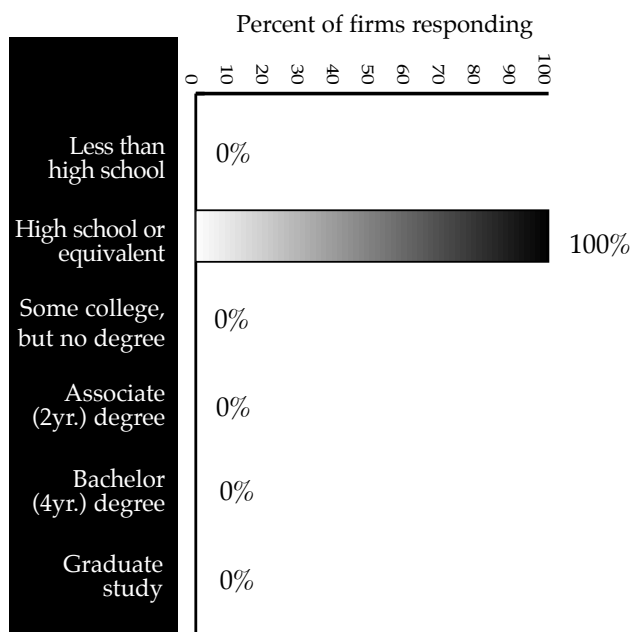
660110

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Please exclude Nursing Aides and Homemakers.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 6.25	\$13.16	\$10.00
New hires, experienced	\$ 8.00	\$13.16	\$10.00
Experienced, 3 yrs. w/firm	\$ 8.45	\$14.16	\$12.00

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience* Required	50%	33%	0%	17%
Training as a substitute for work experience*	17%	50%	0%	33%

*Home Health Aide Certificate required

Fringe Benefits

	Part-time	Full-time
Medical Insurance	33%	100%
Dental Insurance	17%	83%
Vision Insurance	17%	67%
Life Insurance	17%	67%
Paid Sick Leave	33%	50%
Paid Vacation	33%	67%
Retirement	17%	67%
Child Care	0%	17%

Occupational Skills

Communication Skills:

- Ability to write effectively and legibly
- Oral communication skills
- Ability to read and follow instructions

Personal Skills:

- Ability to work independently
- Possession of a reliable vehicle
- Willingness to work with close supervision

Physical Skills:

- Ability to lift at least 50 lbs.
- Ability to pass a pre-employment medical exam

Occupation Specific Skills:

- Certified to perform CPR
- Possession of a valid driver's license
- Ability to apply transferring techniques to move patients

Employment Distribution By Gender:

Male: 10%

Female: 90%

Home Health Aides

California Occupational Guide Number: 461

Work Patterns: Full-time: 40 hours per week

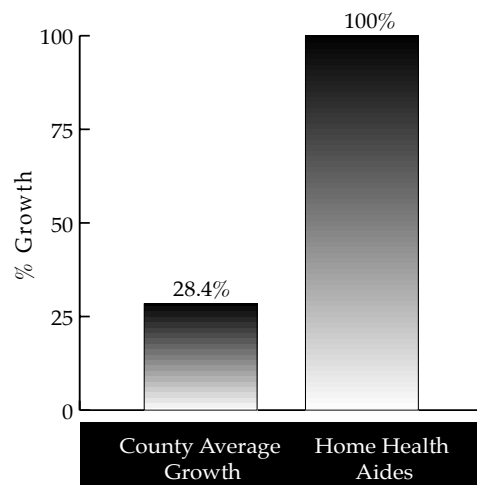
Part-time: 26 hours per week

On-call: 21 hours per week

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced			X	

Employment Trends



Principal Employing Industries

Industry	Percent	SIC
Residential Care	55.0	8361
Home Health Care Services	45.0	8082

Size of Occupation in 1995: Small

Projected Growth: Much faster than average

Opening Due to Separations: 0

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	67%	33%

*Projected by employers surveyed

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- In-house promotion or transfer
- Public school or program referrals

Training Providers

- Gavilan College
- Mission Trails
- Santa Clara County Regional Occupational Program - South (ROP)

Human Service Workers

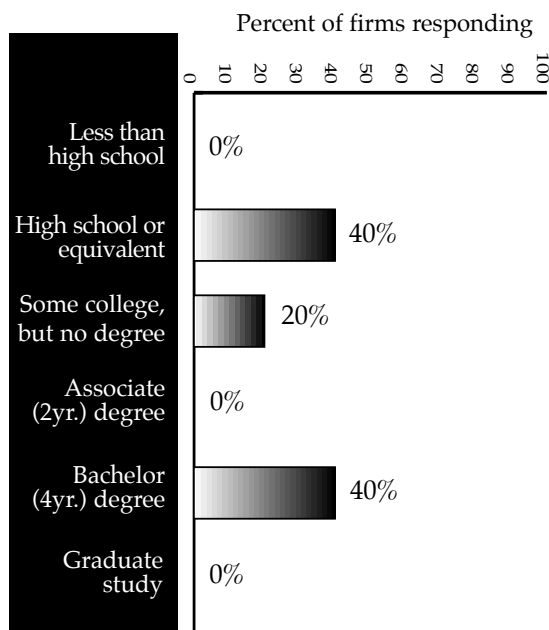
273080

Human Service Workers assist social group workers and case workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Please do not include Residential Counselors and Psychiatric Technicians.

Wage Information

	Experience	Low	High	Median
Non-union	New hires, no experience	\$ 6.72	\$19.18	\$ 8.32
	New hires, experienced	\$ 8.00	\$23.01	\$ 9.06
	Experienced, 3 yrs. w / firm	\$ 9.00	\$25.57	\$11.49
Union	New hires, no experience	\$ 9.59	\$17.00	\$11.28
	New hires, experienced	\$11.99	\$21.00	\$12.45
	Experienced, 3 yrs. w / firm	\$13.66	\$22.00	\$16.78

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience* Required	27%	53%	13%	7%
Training as a substitute for work experience	0%	33%	47%	20%

*Refers to 6-24 months social service work experience

Fringe Benefits

	Part-time	Full-time
Medical Insurance	8%	100%
Dental Insurance	8%	100%
Vision Insurance	8%	85%
Life Insurance	8%	85%
Paid Sick Leave	15%	100%
Paid Vacation	15%	100%
Retirement	8%	62%
Child Care	15%	8%

Occupational Skills

Basic/Technical Skills:

- Ability to think logically

Communication Skills:

- Ability to write legibly
- Oral communication skills
- English grammar and spelling skills
- Ability to read and follow instructions

Personal Skills:

- Ability to work independently
- Understanding of a variety of cultures

Occupation Specific Skills:

- Ability to write effectively

Computer Software Skills

- Word processing skills

Human Service Workers

Employment Distribution By Gender:

Male: 12%

Female: 88%

California Occupational Guide Number: 564

Work Patterns: Full-time: 40 hours per week

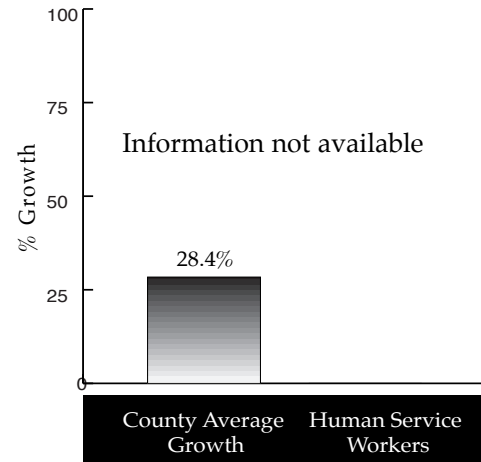
Part-time: 24 hours per week

On-call: 13 hours per week

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced			X	

Employment Trends



Principal Employing Industries

Industry	Percent	SIC
Residential Care	77.8	8361
Social Services, NEC	22.2	8399

Size of Occupation in 1995: n/a

Projected Growth: n/a

Opening Due to Separations: n/a

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	69%	31%

*Projected by employers surveyed

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- In-house promotion or transfer
- Employment Development Department
- Networking
- Private employment agencies
- Hire unsolicited applicants

Training Providers

- Hartnell College

Janitors and Cleaners

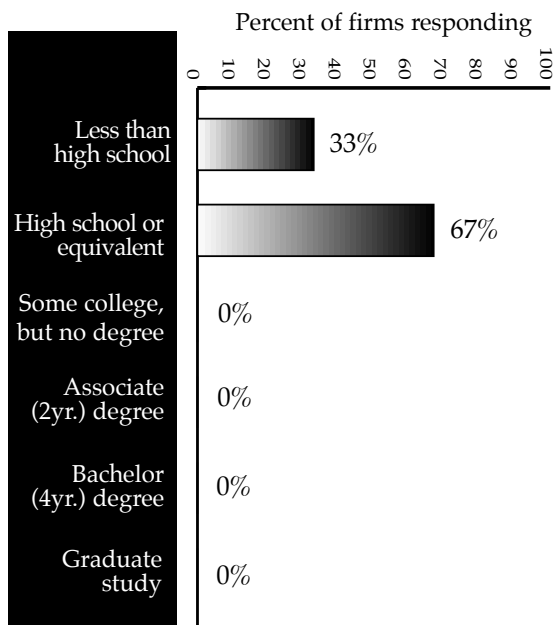
670050

Janitors and Cleaners keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, tending furnaces and boilers, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalks. Please do not include Maids and Housekeepers.

Wage Information

	Experience	Low	High	Median
Non-union	New hires, no experience	\$ 5.75	\$ 8.00	\$ 5.75
	New hires, experienced	\$ 5.75	\$ 8.32	\$ 6.00
	Experienced, 3 yrs. w / firm	\$ 5.75	\$14.44	\$ 8.00
Union	New hires, no experience	\$ 5.75	\$10.23	\$ 8.27
	New hires, experienced	\$ 7.00	\$10.59	\$ 8.77
	Experienced, 3 yrs. w / firm	\$ 9.00	\$12.66	\$10.31

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience* Required	27%	27%	27%	20%
Training as a substitute for work experience	7%	33%	47%	13%

*Refers to 3-24 months custodial/maintenance experience

Fringe Benefits

	Part-time	Full-time
Medical Insurance	8%	92%
Dental Insurance	8%	77%
Vision Insurance	8%	69%
Life Insurance	8%	38%
Paid Sick Leave	15%	85%
Paid Vacation	15%	85%
Retirement	0%	46%
Child Care	0%	0%

Occupational Skills

Communication Skills:

- Ability to read and follow instructions
- Ability to follow oral instructions

Personal Skills:

- Ability to work independently

Physical Skills:

- Ability to lift at least 10 lbs.

Occupation Specific Skills:

- Ability to perform routine, repetitive work
- Ability to work nights and weekends
- Understanding of cleaning compounds and solutions

Employment Distribution By Gender:

Male: 84%

Female: 16%

Janitors and Cleaners

California Occupational Guide Number: 88

Work Patterns: Full-time: 40 hours per week

Part-time: 21 hours per week

Seasonal: 40 hours per week

Temporary: 15 hours per week

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified		X		
Inexperienced			X	

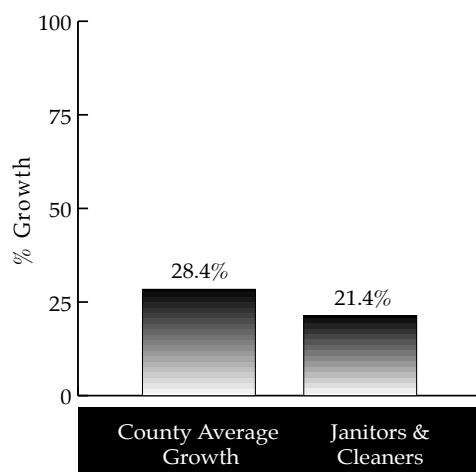
Principal Employing Industries

Industry	Percent	SIC
Elementary & Secondary Schools	45.0	8211
Search & Navigation Equipment	8.3	3812
Eating Places	7.7	5812
Grocery Stores	6.5	5411
Building Maintenance Services, NEC	6.5	7349

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Private employment agencies
- Hire unsolicited applicants
- Employment Development Department
- Public school or program referrals
- In-house promotion or transfer
- Private school referral

Employment Trends



Size of Occupation in 1995: Very large

Projected Growth: Slower than average

Opening Due to Separations: 20

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	53%	47%

*Projected by employers surveyed

Training Providers

Training specific to this occupation is not available.

Laborers, Landscaping and Groundskeeping

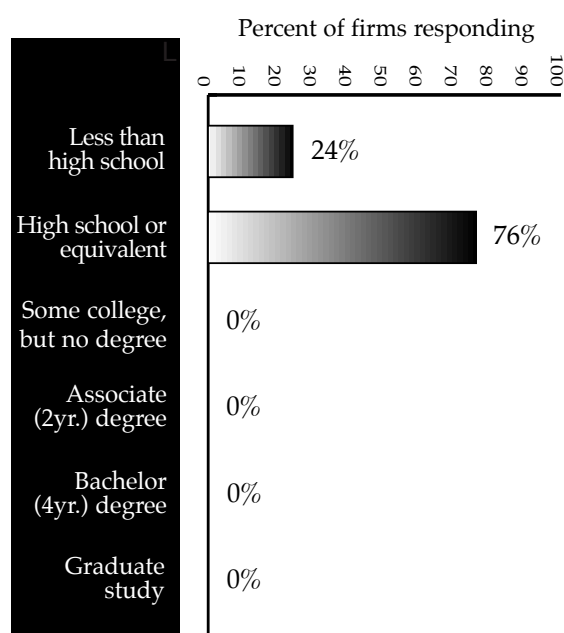
790410

Laborers, Landscapers and Groundskeepers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking and sprinkler installation. Workers may help brick and stone masons.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 5.75	\$ 9.00	\$ 7.00
New hires, experienced	\$ 6.00	\$ 9.50	\$ 8.00
Experienced, 3 yrs. w/firm	\$ 7.50	\$14.00	\$11.00

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	0%	29%	59%	12%
Training as a substitute for work experience	6%	47%	47%	0%

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	86%
Dental Insurance	0%	43%
Vision Insurance	0%	29%
Life Insurance	0%	14%
Paid Sick Leave	0%	43%
Paid Vacation	0%	100%
Retirement	0%	29%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- Basic math skills

Communication Skills:

- English speaking skills
- Oral communication skills
- Ability to write legibly

Personal Skills:

- Ability to work independently & with close supervision
- Public contact skills

Physical Skills:

- Ability to stand for prolonged hours
- Ability to do strenuous, physically demanding work
- Ability to lift at least 75 lbs repeatedly

Occupation Specific Skills:

- Pruning skills
- Knowledge of horticulture & gardening tools
- Lawn and garden care skills
- Ability to operate tractors

*Respondents did not provide any occupational skills information-the information is provided by EDD/LMID

Laborers, Landscaping and Groundskeeping

Employment Distribution By Gender:

Male: 93%

Female: 7%

California Occupational Guide Number: 320

Work Patterns: Full-time: 40 hours per week

Part-time: 20 hours per week

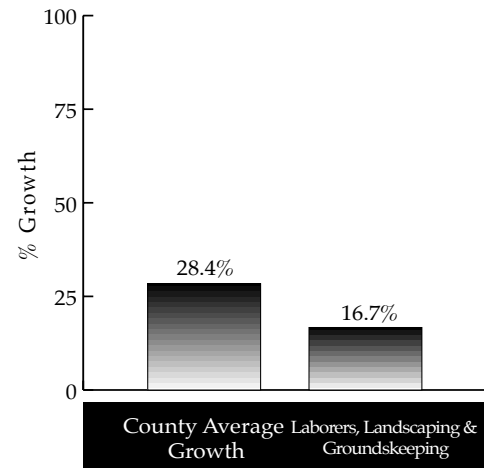
Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced			X	

Principal Employing Industries

Industry	Percent	SIC
Lawn & Garden Services	73.7	0782
Landscape Counseling and Planning	26.3	0781

Employment Trends



Size of Occupation in 1995: Large

Projected Growth: Slower than average

Opening Due to Separations: 10

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	82%	18%

*Projected by employers surveyed

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Hire unsolicited applicants
- In-house promotion or transfer
- Employment Development Department

Training Providers

Training specific to this occupation is not available. Horticulture would be the related area of training.

- Cabrillo College
- Mission Trails
- Santa Clara County Regional Occupational Program - South (ROP)

Machinists

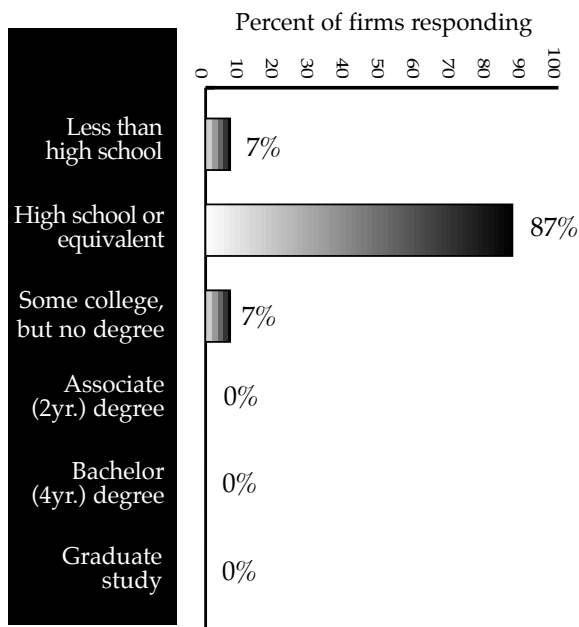
891080

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced and they plan sequences of operations.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 5.75	\$15.00	\$10.00
New hires, experienced	\$ 8.00	\$17.50	\$12.00
Experienced, 3 yrs. w/firm	\$10.00	\$22.00	\$15.00

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience* Required	40%	13%	20%	27%
Training as a substitute for work experience	27%	13%	20%	40%

*Refers to 6-36 months welding/machining experience

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	77%
Vision Insurance	0%	23%
Life Insurance	0%	31%
Paid Sick Leave	0%	46%
Paid Vacation	0%	92%
Retirement	0%	38%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- Basic math skills
- Shop math skills

Communication Skills:

- Ability to write effectively
- Ability to read and follow instructions
- Oral communication skills

Personal Skills:

- Ability to work independently
- Ability to provide own hand tools
- Attention to detail

Physical Skills:

- Ability to perform precision work
- Ability to stand continuously for 2 or more hours
- Manual dexterity

Occupation Specific Skills:

- Ability to operate numerically controlled (NC) machines
- Ability to read blueprints
- Ability to use precision tools
- Ability to use hand tools

Machinists

Employment Distribution By Gender:

Male: 100%

Female: 0%

California Occupational Guide Number: 9

Work Patterns: Full-time: 40 hours per week

Part-time: n/a

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified				X
Inexperienced		X		

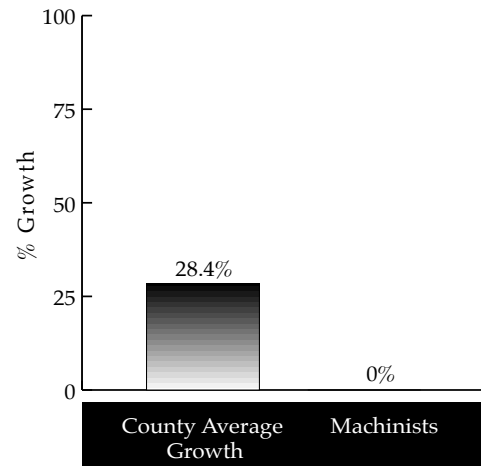
Principal Employing Industries

Industry	Percent	SIC
Metal Doors, Sash & Trim	29.4	3442
Construction Materials, NEC	20.6	5039
Explosives	17.6	2892
Industrial Machinery, NEC	8.8	3599
Service Industry Machinery, NEC	8.8	3589

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Private employment agencies
- Hire unsolicited applicants
- Employment Development Department
- In-house promotion or transfer
- Public school or program referrals
- Networking

Employment Trends



Size of Occupation in 1995: Large

Projected Growth: Stable

Opening Due to Separations: 0

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	100%	0%

*Projected by employers surveyed

Training Providers

- Santa Clara County Regional Occupational Program - South (ROP)

Maids and Housekeeping Cleaners

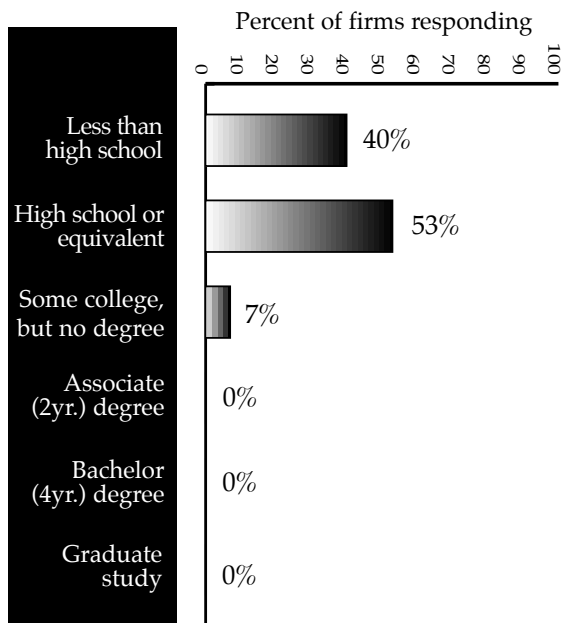
670020

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls and arranging furniture.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 5.75	\$12.97	\$ 5.75
New hires, experienced	\$ 5.75	\$12.97	\$ 6.00
Experienced, 3 yrs. w/firm	\$ 6.25	\$12.97	\$ 7.25

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	0%	13%	27%	60%
Training as a substitute for work experience	20%	33%	13%	33%

Fringe Benefits

	Part-time	Full-time
Medical Insurance	17%	83%
Dental Insurance	0%	67%
Vision Insurance	0%	33%
Life Insurance	0%	17%
Paid Sick Leave	17%	50%
Paid Vacation	17%	67%
Retirement	0%	33%
Child Care	0%	0%

Occupational Skills

Communication Skills:

- Ability to write legibly
- Oral communication skills
- Ability to read and follow instructions
- Ability to follow oral instructions

Personal Skills:

- Ability to work independently
- Possession of a reliable vehicle

Occupation Specific Skills:

- Ability to operate commercial laundry machines
- Understanding of cleaning compounds and solutions
- Ability to operate commercial vacuum cleaners
- Ability to perform routine, repetitive work

Maids and Housekeeping Cleaners

Employment Distribution By Gender:

Male: 34%

Female: 66%

California Occupational Guide Number: 551

Work Patterns: Full-time: 40 hours per week

Part-time: 27 hours per week

On-call: 23 hours per week

Seasonal: 25 hours per week

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified		X		
Inexperienced		X		

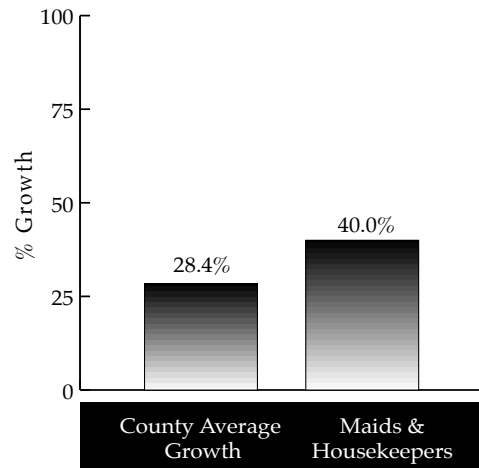
Principal Employing Industries

Industry	Percent	SIC
General Medical & Surgical Hospitals	29.2	8062
Residential Care	23.1	8361
Hotels & Motels	12.3	7011
Public Golf Courses	12.3	7992
Nursing & Personal Care, NEC	12.3	8059

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Hire unsolicited applicants
- In-house promotion or transfer
- Employment Development Department

Employment Trends



Size of Occupation in 1995: Large

Projected Growth: Faster than average

Opening Due to Separations: 10

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	73%	27%

*Projected by employers surveyed.

Training Providers

Training specific to this occupation is not available.

Metal Fabricators, Structural Metal Products

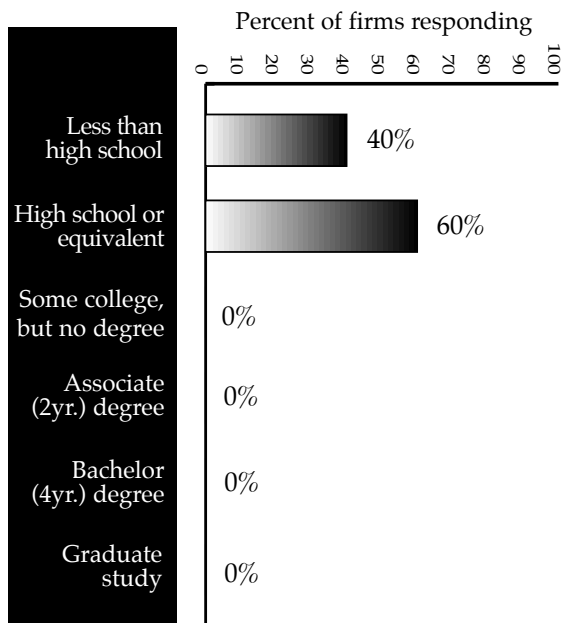
917140

Metal Fabricators fabricate and assemble structural metal products, such as frameworks or shells for machinery, ovens, tanks, stacks, and metal parts for buildings and bridges according to job orders or blueprints.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 6.00	\$15.00	\$ 7.00
New hires, experienced	\$ 7.00	\$15.00	\$ 8.00
Experienced, 3 yrs. w/firm	\$10.00	\$25.00	\$15.00

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	40%	0%	0%	60%
Training as a substitute for work experience	60%	0%	20%	20%

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	67%
Vision Insurance	0%	33%
Life Insurance	0%	0%
Paid Sick Leave	0%	67%
Paid Vacation	0%	100%
Retirement	0%	67%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- Basic math skills

Communication Skills:

- Ability to read and follow instructions
- Oral communication skills
- Ability to write legibly

Personal Skills:

- Ability to work independently
- Willingness to work overtime

Physical Skills:

- Manual dexterity
- Good eye-hand coordination
- Ability to perform strenuous, physically demanding work

Occupation Specific Skills:

- Ability to read blueprints
- Knowledge of metallurgy and the properties of metals
- Welding skills
- Ability to use power hand tools
- Ability to program computer numerically controlled machines
- Possession of mechanical aptitude

*Respondents did not provide any occupational skills information-the information is provided by EDD/LMID

Metal Fabricators, Structural Metal Products

Employment Distribution By Gender:

Male: 98%

Female: 2%

California Occupational Guide Number: 112

Work Patterns: Full-time: 40 hours per week

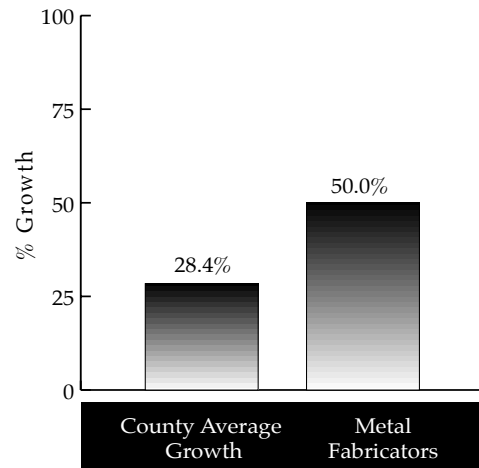
Part-time: n/a

Seasonal: 40 hours per week

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced			X	

Employment Trends



Principal Employing Industries

Industry	Percent	SIC
Sheet Metalwork	66.7	3444
Fabricated Plate Work (Boiler Shops)	22.2	3443
Fabricated Structural Metal	11.1	3441

Size of Occupation in 1995: Medium

Projected Growth: Much faster than average

Opening Due to Separations: 0

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	100%	0%

*Projected by employers surveyed

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Employment Development Department

Training Providers

- Mission Trails
- Santa Clara County Regional Occupational Program - South (ROP)

Receptionists and Information Clerks

553050

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Please do not include Receptionists who primarily operate switchboards.

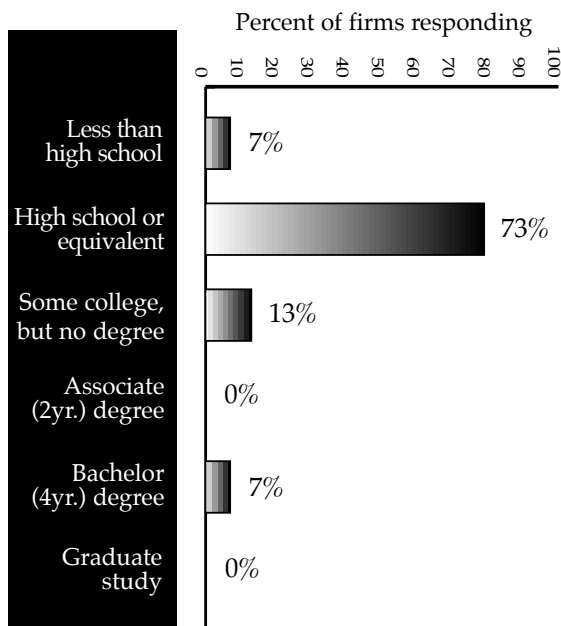
Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 6.00	\$13.00	\$ 8.00
New hires, experienced	\$ 7.00	\$13.00	\$ 8.00
Experienced, 3 yrs. w/firm	\$ 8.00	\$17.26	\$12.00

Fringe Benefits

	Part-time	Full-time
Medical Insurance	14%	100%
Dental Insurance	14%	100%
Vision Insurance	14%	71%
Life Insurance	14%	43%
Paid Sick Leave	14%	86%
Paid Vacation	14%	86%
Retirement	14%	43%
Child Care	0%	0%

Education



Occupational Skills

Communication Skills:

- Oral communication skills
- Ability to read and follow instructions
- Ability to write legibly
- English grammar and spelling skills

Personal Skills:

- Customer service skills
- Ability to work under pressure
- Willingness to work with close supervision

Occupation Specific Skills:

- Ability to operate a multi-line command phone center
- Telephone answering skills

Computer Software Skills:

- Spreadsheet skills
- Word processing skills
- Database skills

Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	7%	20%	20%	53%
Training as a substitute for work experience	13%	7%	27%	53%

Receptionists and Information Clerks

Employment Distribution By Gender:

Male: 40%

Female: 60%

California Occupational Guide Number: 21

Work Patterns: Full-time: 40 hours per week

Part-time: 20 hours per week

Seasonal: 40 hours per week

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified		X		
Inexperienced		X		

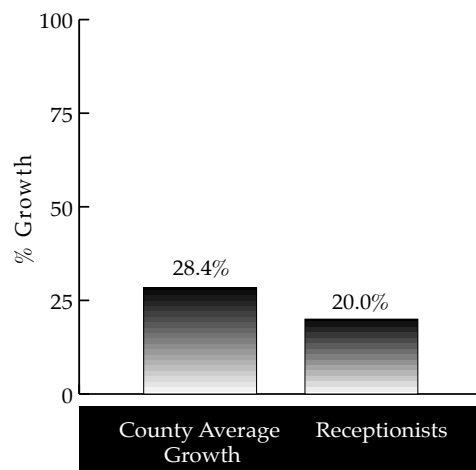
Principal Employing Industries

Industry	Percent	SIC
Offices & Clinics of Medical Doctors	15.0	8011
Physical Fitness Facilities	8.3	7991
Veterinary Services, Specialties	6.7	0742
Insurance Agents, Brokers & Services	6.7	6411
Real Estate Agents & Managers	6.7	6531

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Private employment agencies
- Hire unsolicited applicants
- Employment Development Department
- In-house promotion or transfer

Employment Trends



Size of Occupation in 1995: Large
Projected Growth: Slower than average
Opening Due to Separations: 10

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	80%	20%

*Projected by employers surveyed

Training Providers

Training specific to this occupation is not available. Business Office Technology and Office Careers would be the related areas of training.

- Hartnell College
- Mission Trails
- Santa Clara County Regional Occupational Program - South (ROP)

Roofers

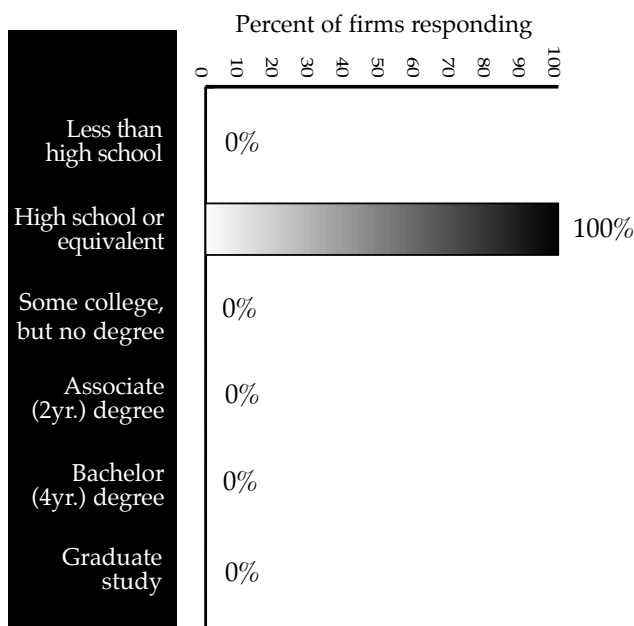
878080

Roofers perform duties concerned with covering roofs of structures with slate, asphalt, aluminum, wood and related materials using brushes, knives, punches, hammers and other tools. They may spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 7.00	\$10.00	\$ 8.00
New hires, experienced	\$ 7.54	\$10.00	\$ 8.00
Experienced, 3 yrs. w/firm	\$12.00	\$25.00	\$12.00

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience* Required	56%	22%	11%	11%
Training as a substitute for work experience	0%	11%	44%	44%

*Refers to 12-60 months construction/roofing experience

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	67%
Dental Insurance	0%	67%
Vision Insurance	0%	0%
Life Insurance	0%	0%
Paid Sick Leave	0%	33%
Paid Vacation	0%	33%
Retirement	0%	0%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- Shop math skills

Communication Skills:

- Oral communication skills
- Ability to read and follow instructions
- Ability to write legibly

Personal Skills:

- Ability to work independently
- Willingness to work with close supervision

Physical Skills:

- Ability to climb to high places
- Ability to tolerate dust and unpleasant odors
- Ability to lift at least 100 lbs. repeatedly

Occupation Specific Skills:

- Ability to implement safe work practices
- Understanding of building codes
- Basic construction skills
- Roofing and carpentry skills
- Ability to install and repair roofing tiles, shingles, and shakes
- Ability to apply asphalt felt coatings and composition roofing material
- Knowledge of tar and asphalt mixtures

*Respondents did not provide any occupational skills information-the information is provided by EDD/LMID

Roofers

Employment Distribution By Gender:

Male: 100%

Female: 0%

California Occupational Guide Number: n/a

Work Patterns: Full-time: 40 hours per week

Part-time: 25 hours per week

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified				X
Inexperienced				X

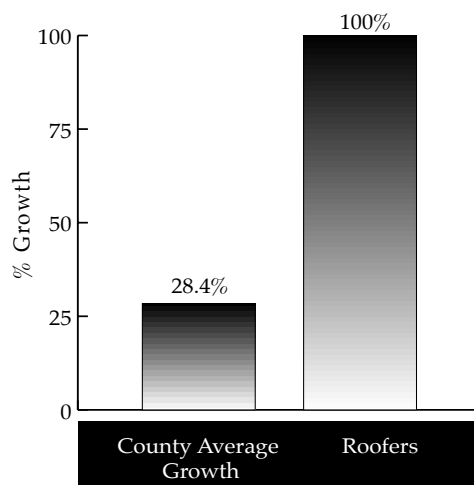
Principal Employing Industries

Industry	Percent	SIC
Roofing, Siding & Sheet Metal	100	1761

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Employment Development Department
- Networking

Employment Trends



Size of Occupation in 1995: Small

Projected Growth: Much faster than average

Opening Due to Separations: 0

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	56%	44%

*Projected by employers surveyed

Training Providers

- Santa Clara County Regional Occupational Program - South (ROP)

Sales Representatives, Except Scientific and Related Products and Retail 490080

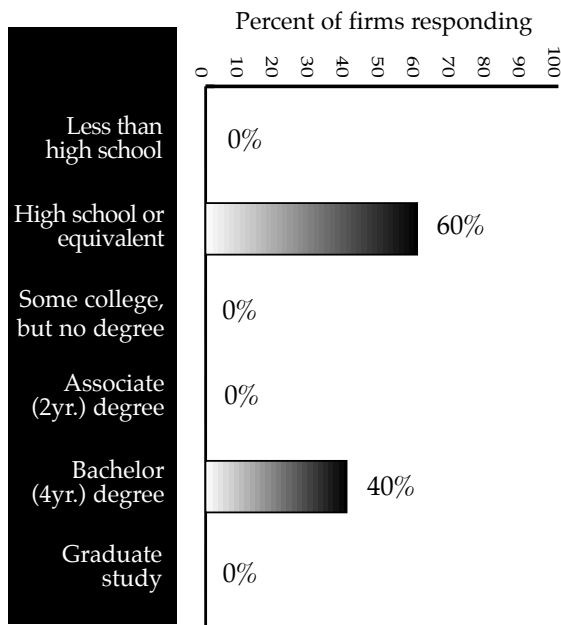
Sales Representatives sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. This work requires a substantial knowledge of the items sold. Sales Representatives solicit orders from established clients or secure new customers.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$11.99	\$19.18	\$19.18
New hires, experienced	\$11.99	\$21.58	\$19.18
Experienced, 3 yrs. w/firm	\$13.43	\$28.77	\$21.58

*Commission ranges \$3,000.00-\$12,000.00 monthly. Some employers pay commission only (with no base) ranging \$3,750.00-5,000.00 monthly.

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience Required	20%	20%	0%	60%
Training as a substitute for work experience	60%	0%	40%	0%

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	100%
Vision Insurance	0%	100%
Life Insurance	0%	25%
Paid Sick Leave	0%	25%
Paid Vacation	0%	25%
Retirement	0%	25%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- Business math skills

Communication Skills:

- Oral communication skills
- Ability to read and follow instructions

Personal Skills:

- Ability to work independently
- Ability to work as part of a team
- Customer service skills
- Ability to work under pressure
- Possession of a good DMV driving record
- Customer service skills
- Attention to detail

Occupation Specific Skills:

- Ability to apply sales techniques
- Verbal presentation skills
- Ability to demonstrate knowledge of specific products
- Understanding of inventory techniques
- Recordkeeping skills

Computer Software Skills

- Spreadsheet skills

Sales Representatives, Except Scientific and Related Products and Retail

Employment Distribution By Gender:

Male: 54%

Female: 46%

California Occupational Guide Number: 542

Work Patterns: Full-time: 40 hours per week

Part-time: n/a

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced		X		

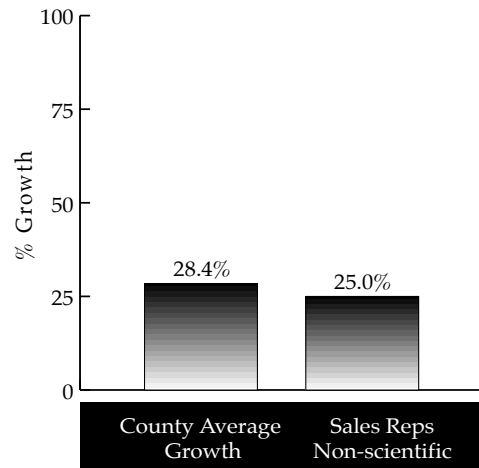
Principal Employing Industries

Industry	Percent	SIC
Drugs, Proprietarys & Sundries	36.5	5122
Lumber, Plywood & Millwork	5.4	5031
Farm & Garden Machinery	5.4	5083
Metal Doors, Sash & Trim	5.4	3442

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Hire unsolicited applicants
- Networking
- Company recruiter
- In-house promotion or transfer

Employment Trends



Size of Occupation in 1995: Very large
 Projected Growth: Slower than average
 Opening Due to Separations: 20

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	60%	40%

*Projected by employers surveyed

Training Providers

- Mission Trails
- Santa Clara County Regional Occupational Program - South (ROP)

Teachers, Kindergarten

313040

Kindergarten Teachers teach elemental natural and social science, personal hygiene, music, art and literature to children from 4 to 6 years old. Promote physical, mental and social development. May be required to hold state certification.

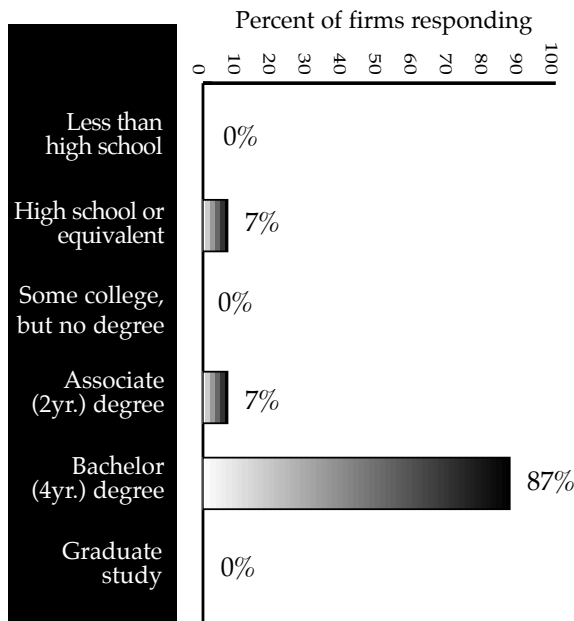
Wage Information

	Experience	Low	High	Median
Non-union	New hires, no experience	\$ 8.00	\$14.86	\$12.23
	New hires, experienced	\$10.00	\$14.86	\$12.47
	Experienced, 3 yrs. w/ firm	\$11.50	\$16.30	\$13.43
Union	New hires, no experience	\$11.74	\$14.86	\$13.90
	New hires, experienced	\$12.27	\$14.86	\$13.90
	Experienced, 3 yrs. w/ firm	\$14.38	\$19.37	\$15.34

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	93%
Vision Insurance	0%	79%
Life Insurance	0%	79%
Paid Sick Leave	7%	71%
Paid Vacation	7%	57%
Retirement	14%	86%
Child Care	0%	7%

Education



Occupational Skills

Basic/Technical Skills:

- Basic math skills

Communication Skills:

- Oral communication skills
- English grammar and spelling skills
- Ability to write legibly
- Ability to read and follow instructions

Personal Skills:

- Understanding of a variety of cultures
- Possession of a clean police record
- Ability to handle crisis situations
- Ability to exercise patience
- Ability to work as part of a team
- Ability to work independently
- Attention to detail
- Public contact skills

Occupation Specific Skills:

- Ability to handle several tasks at once
- Problem solving skills
- Ability to administer CPR and First Aid
- Possession of a state teacher's credential
- Classroom management skills

Computer Software Skills

- Word processing skills

Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience* Required	13%	33%	20%	33%
Training as a substitute for work experience*	33%	33%	27%	7%

*Teaching credential required

Teachers, Kindergarten

Employment Distribution By Gender:

Male: 2%

Female: 98%

California Occupational Guide Number: n/a

Work Patterns: Full-time: 40 hours per week

Part-time: 28 hours per week

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified		X		
Inexperienced		X		

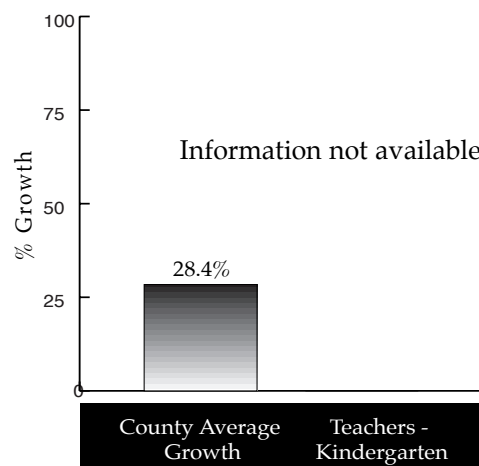
Principal Employing Industries

Industry	Percent	SIC
Elementary and Secondary Schools	100	8211

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Public school or program referrals
- Employment Development Department
- County Office of Education
- Diocese
- Association for Christian Schools
- Other

Employment Trends



Size of Occupation in 1995: n/a

Projected Growth: n/a

Opening Due to Separations: n/a

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	60%	40%

*Projected by employers surveyed

Training Providers

- Cabrillo College
- Gavilan College
- Hartnell College

Teachers, Special Education

313110

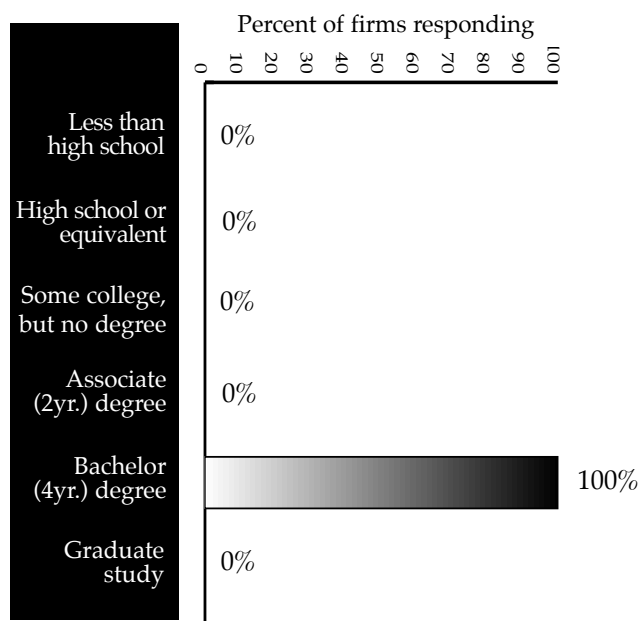
Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Please include teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$11.74	\$14.86	\$13.67
New hires, experienced	\$12.95	\$14.86	\$14.14
Experienced, 3 yrs. w/firm	\$14.38	\$19.37	\$15.82

*Only one employer surveyed was non-union.

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience* Required	0%	33%	0%	67%
Training as a substitute for work experience*	50%	17%	33%	0%

*Teaching credential required

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	100%
Dental Insurance	0%	100%
Vision Insurance	0%	100%
Life Insurance	0%	100%
Paid Sick Leave	0%	83%
Paid Vacation	0%	83%
Retirement	0%	100%
Child Care	0%	0%

Occupational Skills

Basic/Technical Skills:

- Basic math skills

Communication Skills:

- Ability to write effectively and legibly
- Oral communication skills

Personal Skills:

- Ability to handle crisis situations
- Ability to work independently
- Ability to exercise patience
- Imagination and creativity
- Ability to maintain classroom discipline

Occupation Specific Skills:

- Ability to use computers as a teaching tool
- Classroom management skills
- Ability to plan and organize training programs
- Sign language skills
- Ability to read braille and to read lips

Computer Software Skills

- Spreadsheet skills
- Word processing skills
- Database skills

*With the exception of Computer Software Skills, respondents did not provide any occupational skills information-the information is provided by EDD/LMID

Teachers, Special Education

Employment Distribution By Gender:

Male: 21%

Female: 79%

California Occupational Guide Number: 110

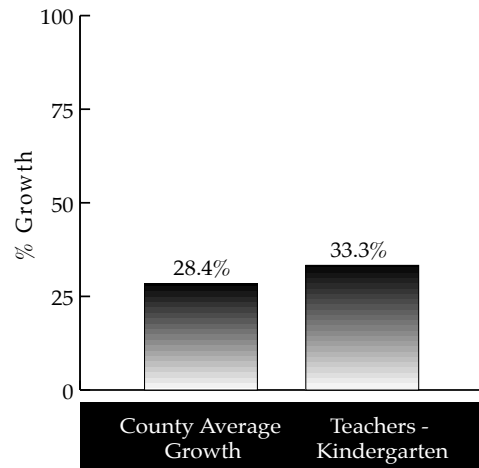
Work Patterns: Full-time: 40 hours per week

Part-time: 27 hours per week

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced			X	

Employment Trends



Size of Occupation in 1995: Large

Projected Growth: Faster than average

Opening Due to Separations: 10

Principal Employing Industries

Industry	Percent	SIC
Elementary & Secondary Schools	97.5	8211

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	0%	33%	67%

*Projected by employers surveyed

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads
- Public school or program referrals
- Private school referrals
- Recruit via job fairs
- Recruit via Internet
- College Recruiter

Training Providers

Training specific to this occupation is not available. A four-year degree in Special Education would be the related area.

- Chapman University Academic Center
- San Jose State University

Truck Drivers, Light-Include Delivery and Route Workers

971050

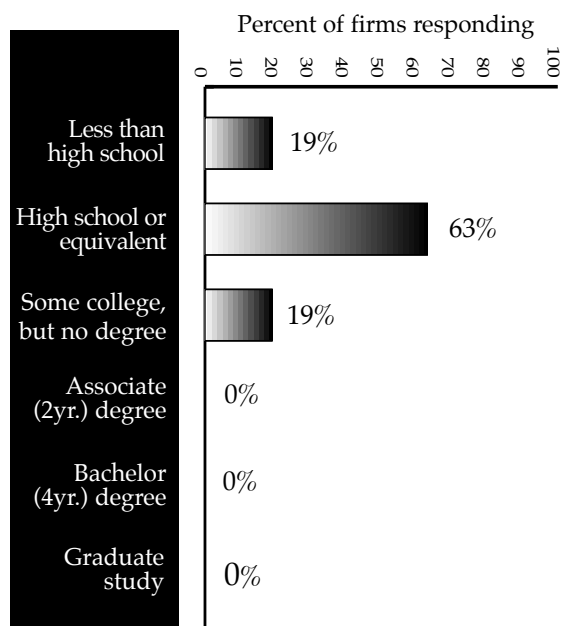
Truck Drivers drive vehicles with a capacity of under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Please do not include workers whose duties include sales.

Wage Information

Experience	Low	High	Median
New hires, no experience	\$ 6.00	\$ 16.00	\$ 8.50
New hires, experienced	\$ 7.00	\$16.00	\$11.51
Experienced, 3 yrs. w/firm	\$ 9.00	\$20.14	\$15.00

*Commission ranges \$60.0 - \$250.00 per load and/or \$ 0.34-\$ 0.35 per mile.

Education



Training & Experience

	Always	Usually	Sometimes	Never
Previous Experience* Required	44%	13%	31%	13%
Training as a substitute for work experience	0%	25%	44%	31%

*Refers to 6-21 months truck driving experience

Fringe Benefits

	Part-time	Full-time
Medical Insurance	0%	94%
Dental Insurance	0%	56%
Vision Insurance	0%	50%
Life Insurance	0%	50%
Paid Sick Leave	0%	19%
Paid Vacation	0%	56%
Retirement	0%	44%
Child Care	0%	0%

Occupational Skills

Communication Skills:

- Ability to write effectively
- Ability to read and follow instructions
- Oral communication skills

Personal Skills:

- Ability to work independently
- Possession of a good DMV driving record

Physical Skills:

- Ability to lift at least 75 lbs. repeatedly
- Ability to do strenuous, physically demanding work

Occupation Specific Skills:

- Map reading skills
- Knowledge of local streets
- Ability to load and unload freight
- Ability to read invoices

Truck Drivers, Light-Include Delivery and Route Workers

Employment Distribution By Gender:

Male: 91%

Female: 9%

California Occupational Guide Number: 563

Work Patterns: Full-time: 41 hours per week

Part-time: 20 hours per week

Seasonal: 40 hours per week

Supply & Demand

	Not difficult	A little difficult	Somewhat difficult	Very difficult
Fully experienced and qualified			X	
Inexperienced			X	

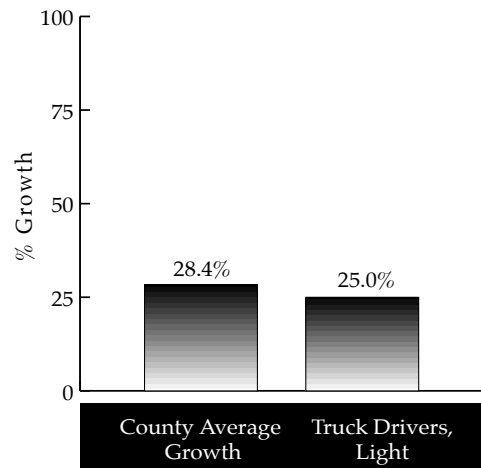
Principal Employing Industries

Industry	Percent	SIC
Eating Places	20.8	5812
Local Trucking, Without Storage	14.6	4212
Lumber and other building materials	10.4	5211
New & Used Car Dealers	8.3	5511
Farm Supplies	7.3	5191

Recruitment Methods

- Employees' referrals
- Recruit via newspaper ads and radio
- Hire unsolicited applicants
- Public school or program referrals
- Union hall referrals
- Employment Development Department

Employment Trends



Size of Occupation in 1995: Very large

Projected Growth: Slower than average

Opening Due to Separations: 10

Employment levels	Decline	Remain Stable	Grow
Projected over* the next 3 years	19%	44%	38%

*Projected by employers surveyed

Training Providers

Training specific to this occupation is not available.

training providers

Training Providers

table of contents

Training Providers

Cabrillo College	44-56
Gavilan College	57-69
Hartnell College	70-84
Mission Trails	85-98
Morgan Hill Community Adult Education	99
San Benito Adult Education	100
Santa Clara ROP-South	101-117

Cabrillo College Occupational and Community Development

6500 Soquel Drive, Aptos CA 95003
Phone: (408) 479-6481 Fax: 479-5092

General Information

School Type:

Financial Assistance Available?

Type of Financial Aid Available:

* (Based on Pages 33-34)

Vocational Assessment?

Guidance Counseling?

Job Placement Assistance?

Special Services Offered:

* (Based on Pages 33-34)

* Cabrillo College Catalog

Community College

Yes

Federal Pell Grant, California Community Colleges Board of Governors Waiver (BOGW), Federal Supplemental Education Opportunity Grant (SEOG), Extended Opportunity Program and Services (EOPS), Cal Grants, Federal Stafford Loans, Federal Work Study (FWS), Fast Tracks

Yes

Yes

Yes

Provisions of Child Care, ESL, Work Experience, Disabled Students Program and Services (DSPS), EOPS, Tutorial Services, Fast Tracks, Career Planning

Programs Offered

Achieve

Occupational Objective:

Program Location:

Proximity to Public Transportation:

Average Time to Complete Program:

Program Open Entry / Open Exit:

Approximate Cost to Complete Program

Training Cost Covers:

Received Upon Program Completion:

Prerequisites, Requirements or Waiting Lists:

Classes Offered During:

Target Population:

General Office Clerk, Office Assistant/Data Entry Clerk, Receptionist
Watsonville Center

Bus directly to and from the Watsonville Center

2-22 units

No

\$13.00/unit

Registration Fees, Tuition

Certificate

18 years or older, or permission of HS Principal

Refer to class schedule

Adult, High School

Cabrillo College
Occupational and Community Development

6500 Soquel Drive, Aptos CA 95003
Phone: (408) 479-6481 Fax: 479-5092

Programs Offered

Accounting/ Finance

Occupational Objective:

Program Location:

Proximity to Public Transportation:

Average Time to Complete Program:

Program Open Entry / Open Exit:

Approximate Cost to Complete Program

Training Cost Covers:

Received Upon Program Completion:

Prerequisites, Requirements or Waiting Lists:

Classes Offered During:

Target Population:

Bookkeeper, Account Clerk

Same as above

Bus directly to and from campus

Certificate- 30 units, A.S. degree- 60 units

No

\$13.00/unit

Registration Fees, Tuition

Certificate, A.S. degree

18 years or older, or permission of HS Principal

Refer to class schedule

Adult, High School

Archaeological Technology

Occupational Objective:

Program Location:

Proximity to Public Transportation:

Average Time to Complete Program:

Program Open Entry / Open Exit:

Approximate Cost to Complete Program

Training Cost Covers:

Received Upon Program Completion:

Prerequisites, Requirements or Waiting Lists:

Classes Offered During:

Target Population:

Archaeological Technician, Geographic Information Specialist

Same as above

Bus directly to and from campus

Certificate-31 units + supervised work experience,

A.S. degree- 60 units, plus 1 summer session

No

\$13.00/unit

Registration Fees, Tuition

Certificate, A.S. degree

18 years or older, or permission of HS Principal

Refer to class schedule

Adult

Cabrillo College Occupational and Community Development

6500 Soquel Drive, Aptos CA 95003
Phone: (408) 479-6481 Fax: 479-5092

Programs Offered

General Business

Occupational Objective:	Positions in business and government
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 30 units, A.S. degree 45 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/ unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree, A.A. degree for transfer
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult

Small Business

Occupational Objective:	Financial Planner
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 22-35 units, A.S. degree- 60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

Cabrillo College
Occupational and Community Development

6500 Soquel Drive, Aptos CA 95003
 Phone: (408) 479-6481 Fax: 479-5092

Programs Offered

Computer Applications and Office Systems

Occupational Objective:

Account Clerk, Administrative Assistant, Bookkeeper, Office Assistant

Program Location:

Same as above

Proximity to Public Transportation:

Bus directly to and from campus

Average Time to Complete Program:

Certificate- 30-41 units, A.S. degree- 60 units

Program Open Entry / Open Exit:

Yes

Approximate Cost to Complete Program

\$13.00/unit

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate, A.S. degree

Prerequisites, Requirements or Waiting Lists:

18 years or older, or permission of HS Principal

Classes Offered During:

Refer to class schedule

Target Population:

Adult, High School

Desktop Publishing and Multimedia

Occupational Objective:

Graphic Designer, Web Designer

Program Location:

Same as above

Proximity to Public Transportation:

Bus directly to and from campus

Average Time to Complete Program:

Certificate 30 units, A.S. degree- 60 units

Program Open Entry / Open Exit:

No

Approximate Cost to Complete Program

\$1,100.00

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate, A.S. degree

Prerequisites, Requirements or Waiting Lists:

18 years or older, or permission of HS Principal

Classes Offered During:

Refer to class schedule

Target Population:

Adult, High School

Cabrillo College Occupational and Community Development

6500 Soquel Drive, Aptos CA 95003
Phone: (408) 479-6481 Fax: 479-5092

Programs Offered

Microcomputer Management

Occupational Objective:

Computer Operator, Technician, Programmer, Network Administrator, Customer Support Engineer

Program Location:

Same as above

Proximity to Public Transportation:

Bus Directly to and from campus

Average Time to Complete Program:

Certificate- 39.5 units, A.S. degree- 60 units

Program Open Entry / Open Exit:

No

Approximate Cost to Complete Program

\$13.00/unit

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate, A.S. degree

Prerequisites, Requirements or Waiting Lists:

18 years or older, or permission of HS Principal

Classes Offered During:

Refer to class schedule

Target Population:

Adult

Construction and Energy Management

Occupational Objective:

Construction Managers, Site Superintendents, Cost Estimators, Building Contractors, Building Inspectors, Facilities Managers

Program Location:

Same as above

Proximity to Public Transportation:

Bus directly to and from campus

Average Time to Complete Program:

Certificate- 30 units, A.S. degree- 60 units

Program Open Entry / Open Exit:

No

Approximate Cost to Complete Program

\$13.00/unit

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate, A.S. degree

Prerequisites, Requirements or Waiting Lists:

18 years or older, or permission of HS Principal

Classes Offered During:

Refer to class schedule

Target Population:

Adult, High School

Cabrillo College
Occupational and Community Development

6500 Soquel Drive, Aptos CA 95003
 Phone: (408) 479-6481 Fax: 479-5092

Programs Offered

Culinary Arts and Hospitality Management

Occupational Objective:

Restaurant Mgt., Host/Hostess, Sales Representative, Cook, Baker,
 Food Service Manager, Line Chef

Program Location:

Same as above

Proximity to Public Transportation:

Bus directly to and from campus

Average Time to Complete Program:

Certificate- 30 units, A.S. degree- 60 units

Program Open Entry / Open Exit:

Yes

Approximate Cost to Complete Program

\$13.00/unit

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate, A.S. degree

Prerequisites, Requirements or Waiting Lists:

18 years or older, or permission of HS Principal

Classes Offered During:

Refer to class schedule

Target Population:

Adult, High School

Dental Hygiene Program

Occupational Objective:

Dental Hygienist

Program Location:

Same as above

Proximity to Public Transportation:

Bus directly to and from campus

Average Time to Complete Program:

A.S.- 102-104 units + prerequisites (1.5- 2 years)

Program Open Entry / Open Exit:

No

Approximate Cost to Complete Program

\$5,000.00

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

A.S. degree and eligibility for licensing examination

Prerequisites, Requirements or Waiting Lists:
 ogy

Chemistry, Anatomy, Physiology, Microbiology, English Psychol-

Classes Offered During:

Refer to class schedule

Target Population:

Adult

Cabrillo College Occupational and Community Development

6500 Soquel Drive, Aptos CA 95003
Phone: (408) 479-6481 Fax: 479-5092

Programs Offered

Dietary Service/ Supervisor

Occupational Objective:	Dietary Service/ Supervisor, Institutional Cook
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	16 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult

Drafting Technology

Occupational Objective:	Draftsperson, CAD Operator, Computer Animation Creator
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 30 units, A.S. degree- 60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

Cabrillo College
Occupational and Community Development

6500 Soquel Drive, Aptos CA 95003
 Phone: (408) 479-6481 Fax: 479-5092

Programs Offered

Early Childhood Education

Occupational Objective:	Preschool Teacher, Child Care Worker
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 37 units, A.S. degree- 60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

Horticulture: Landscape Horticulture, Vocational Gardening

Occupational Objective:	Vocational Gardener, Landscape Horticulturist, Greenhouse Design and Manager, Landscape Designer
Program Location:	Same as above
Proximity to Public Transportation:	Bus Directly to and from campus
Average Time to Complete Program:	Certificate- 33 units, A.S. degree- 60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult

Cabrillo College Occupational and Community Development

6500 Soquel Drive, Aptos CA 95003
Phone: (408) 479-6481 Fax: 479-5092

Programs Offered

Journalism

Occupational Objective:	Journalist, Freelance Writer, Photo Journalist, Newspaper Layout
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 33 units, A.A./A.S. degree- 60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A./A.S. degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

Medical Assistant

Occupational Objective:	Medical Assistant: Administrative/Clinical
Program Location:	Same as above
Proximity to Public Transportation:	Bus Directly to and from campus
Average Time to Complete Program:	Certificate- 33.5-35.5 units, A.S. degree- 60 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$1,100.00
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

Cabrillo College
Occupational and Community Development

6500 Soquel Drive, Aptos CA 95003
 Phone: (408) 479-6481 Fax: 479-5092

Programs Offered

Medical Insurance Specialist

Occupational Objective:

Benefits Clerk, Insurance Billing, Eligibility Worker, Claims, Coding

Program Location:

Same as above

Proximity to Public Transportation:

Bus directly to and from campus

Average Time to Complete Program:

Certificate- 30 units, A.S. degree- 60 units

Program Open Entry / Open Exit:

Yes

Approximate Cost to Complete Program

\$1,100.00

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate, A.S. degree

Prerequisites, Requirements or Waiting Lists:

18 years or older, or permission of HS Principal

Classes Offered During:

Refer to class schedule

Target Population:

Adult, High School

Medical Transcription

Occupational Objective:

Medical Transcriber, Typist Clerk, including Word Processing

Program Location:

Same as above

Proximity to Public Transportation:

Bus Directly to and from campus

Average Time to Complete Program:

Certificate- 8.5 months, A.S. degree- 2 years

Program Open Entry / Open Exit:

Yes

Approximate Cost to Complete Program

\$1,100.00

Training Cost Covers:

Registration Fees, Tuition, Books

Received Upon Program Completion:

Certificate, A.S. degree

Prerequisites, Requirements or Waiting Lists:

18 years or older, or permission of HS Principal

Classes Offered During:

Refer to class schedule

Target Population:

Adult, High School

Cabrillo College Occupational and Community Development

6500 Soquel Drive, Aptos CA 95003
Phone: (408) 479-6481 Fax: 479-5092

Programs Offered

Nursing:

Associate Degree Nursing

Occupational Objective:

Registered Nurse (Acute Care/Clinic)

Program Location:

Same as above

Proximity to Public Transportation:

Bus directly to and from campus

Average Time to Complete Program:

74.75 units

Program Open Entry / Open Exit:

Yes

Approximate Cost to Complete Program

\$3000.00

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

A.S. Degree

Prerequisites, Requirements or Waiting Lists:

18 years or older. Prerequisites: Anatomy, Physiology, English 1A, Math Competency Satisfied eligibility for Microbiology, ALH Fall 1999; separate application process.

Classes Offered During:

Refer to class schedule

Target Population:

Adult

Vocational Nursing

Occupational Objective:

Licensed Vocational Nurse

Program Location:

Same as above

Proximity to Public Transportation:

Bus directly to and from campus

Average Time to Complete Program:

55.5 units

Program Open Entry / Open Exit:

Yes

Approximate Cost to Complete Program

\$2000.00

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate, A.S. degree

Prerequisites, Requirements or Waiting Lists:

18 years or older. See class schedule for list of courses; separate application process.

Classes Offered During:

Refer to class schedule

Target Population:

Adult

Cabrillo College
Occupational and Community Development

6500 Soquel Drive, Aptos CA 95003
Phone: (408) 479-6481 Fax: 479-5092

Programs Offered

Public Safety:

Criminal Justice

Occupational Objective:

Deputy Sheriff, Police Officer, Highway Patrol Officer, Private Industrial Security Officer, Reserve Officer

Program Location:

Same as above

Proximity to Public Transportation:

Bus directly to and from campus

Average Time to Complete Program:

2 years, plus 1 summer (half- time)

Program Open Entry / Open Exit:

Yes

Approximate Cost to Complete Program

\$2000.00

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate, A.S. degree

Prerequisites, Requirements or Waiting Lists:

18 years or older, or permission of HS Principal

Classes Offered During:

Refer to class schedule

Target Population:

Adult, High School

Fire Protection Technology

Occupational Objective:

Fire Fighter, Fire Inspector, Fire Protection Engineering, Education, Public Fire Service

Program Location:

Same as above

Proximity to Public Transportation:

Bus Directly to and from campus

Average Time to Complete Program:

Certificate- 42 units, A.S. degree- 60 units

Program Open Entry / Open Exit:

Yes

Approximate Cost to Complete Program

\$1,500.00

Training Cost Covers:

Registration Fees, Tuition, Books

Received Upon Program Completion:

Certificate, A.S. degree

Prerequisites, Requirements or Waiting Lists:

18 years or older, or permission of HS Principal

Classes Offered During:

Refer to class schedule

Target Population:

Adult, High School

Cabrillo College Occupational and Community Development

6500 Soquel Drive, Aptos CA 95003
Phone: (408) 479-6481 Fax: 479-5092

Programs Offered

Radiologic Technology

Occupational Objective:	Radiological Technologist
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	97 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00 unit + books, uniforms, test fees. etc.
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	A.S. degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, separate selection process
Classes Offered During:	Refer to class schedule
Target Population:	Adult

Real Estate

Occupational Objective:	Real Estate Agent, Broker, Appraiser, Property Manager, Loan Officer, Real Estate Office Manager
Program Location:	Same as above
Proximity to Public Transportation:	Bus Directly to and from campus
Average Time to Complete Program:	Certificate- 33 units, A.S. degree- 60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13/ unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree
Prerequisites, Requirements or Waiting Lists:	18 years or older, or permission of HS Principal
Classes Offered During:	Refer to class schedule
Target Population:	Adult, High School

Gavilan College

5055 Santa Teresa Boulevard, Gilroy, CA 95020
Phone: (408) 848 - 4735 Fax: (408) 848 - 4780

General Information

School Type:

Community College

Financial Assistance Available?

Yes

Type of Financial Aid Available:

**Pell, California Community Colleges Board of Governors
(B.O.G)**

Vocational Assessment?

Yes

Guidance Counseling?

Yes

Job Placement Assistance?

Yes

Special Services Offered:

**Provisions of Child Care, E.S.L Classes, Programs for
Individuals with Disabilities, EOPS**

Accounting

Occupational Objective:

Accts. Receivable/Payable, General Ledger, General Office & Payroll
Accounting

Program Location:

Same as above

Proximity to Public Transportation:

Bus directly to and from campus

Average Time to Complete Program:

24.5 - 30.5 units

Program Open Entry / Open Exit:

No - Fall or Spring enrollment

Approximate Cost to Complete Program

\$13.00/unit

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate

Prerequisites, Requirements or Waiting Lists:

Accounting 20 before Accounting 21

Classes Offered During:

Day, Evening

Target Population:

Adult

Gavilan College

5055 Santa Teresa Boulevard, Gilroy, CA 95020
Phone: (408) 848 - 4735 Fax: (408) 848 - 4780

Programs Offered

Administration or Justice

Occupational Objective:	Private and Public Agencies and Corrections Systems
Program Location:	Same as above
Proximity to Public Transportation:	Bus Directly to and from campus
Average Time to Complete Program:	Certificate- 18 units, A.A. degree- 60 units
Program Open Entry / Open Exit:	No- Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening, Weekend
Target Population:	Adult

Auto Collision Repair Technology

Occupational Objective:	Auto Collision Repair, Auto Painter, Service Writer, Body Shop Helper
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	36 units
Program Open Entry / Open Exit:	No - Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening
Target Population:	Adult, High School

Gavilan College

5055 Santa Teresa Boulevard, Gilroy, CA 95020
Phone: (408) 848 - 4735 Fax: (408) 848 - 4780

Programs Offered

Auto Mechanics Technology

Occupational Objective:	Auto Mechanic Helper, Service Station Attendant, Auto Parts Clerk
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	35 units
Program Open Entry / Open Exit:	No - Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day
Target Population:	Adult

Aviation

Occupational Objective:	Aviation Powerplant Technologist, Aviation Specialist
Program Location:	Hollister Airport
Proximity to Public Transportation:	Hollister transit only
Average Time to Complete Program:	Certificate- 70 units, A.A. degree- 109 units
Program Open Entry / Open Exit:	No- Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit + tools
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree
Prerequisites, Requirements or Waiting Lists:	Basic hand tools required
Classes Offered During:	Day, Evening
Target Population:	Adult

Gavilan College

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Programs Offered

Aviation Maintenance Technology

Occupational Objective:

Aircraft Mechanic/Service, Airframe specialist, Repair Sales

Aircraft Accessories

Program Location:

Hollister airport

Proximity to Public Transportation:

Hollister transit only

Average Time to Complete Program:

Certificate- 70 units, A.A. degree- 109 units

Program Open Entry / Open Exit:

No - Fall or Spring enrollment

Approximate Cost to Complete Program

\$13.00/unit + tools

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate, A.A. degree

Prerequisites, Requirements or Waiting Lists:

Basic hand tools required

Classes Offered During:

Day, Evening

Target Population:

Adult

Business

Occupational Objective:

Entry Level Positions

Program Location:

Same as above

Proximity to Public Transportation:

Bus directly to and from campus

Average Time to Complete Program:

Certificate- 19 units, A.A. degree- 60 units

Program Open Entry / Open Exit:

No- Fall or Spring enrollment

Approximate Cost to Complete Program

\$13.00/unit

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate, A.A. degree

Prerequisites, Requirements or Waiting Lists:

No

Classes Offered During:

Day, Evening

Target Population:

Adult

Gavilan College

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Programs Offered

Child Development/Early Childhood Education

Occupational Objective:	Teacher Aide, Early Childhood Teacher
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 24 units, A.A. degree- 60 units
Program Open Entry / Open Exit:	No - Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening, Weekend
Target Population:	Adult

Certified Nursing Assistant

Occupational Objective:	Basic introduction to patient care in convalescent setting
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	7.5 units + 12 contact hours
Program Open Entry / Open Exit:	No - Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	English 205, 430A, clearance from the Health Dept., form 32583 before participating in a health facility
Classes Offered During:	Day
Target Population:	Adult

Gavilan College

5055 Santa Teresa Boulevard, Gilroy, CA 95020
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Programs Offered

Clinical Medical Assisting

Occupational Objective:	Medical Assistant
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	2 Semesters or 12 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	English 205, 430A. Math 205
Classes Offered During:	Day
Target Population:	Adult

Computer Graphic Design

Occupational Objective:	Drafter, Designer
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 38 units, A.S. degree- 60 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate. A.S. degree
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day
Target Population:	Adult

Gavilan College

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Programs Offered

Cosmetology

Occupational Objective:	Beauty Culturist, Cosmetologist, Stylist, Manicurist, Cosmetician, Salon Manager
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 48 units, A.A.- 60 units
Program Open Entry / Open Exit:	No- Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit + approx. \$400.00
Training Cost Covers:	Registration Fees, Tuition, uniform, cosmetology kit, mannequin
Received Upon Program Completion:	Certificate, A.A. degree, License
Prerequisites, Requirements or Waiting Lists:	None- 600 hours experience required for state exam
Classes Offered During:	Day
Target Population:	Adult

Computer Science and Information Systems

Occupational Objective:	Entry Level Positions
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 20 units, A.A.- 60 units
Program Open Entry / Open Exit:	No - Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening
Target Population:	Adult

Gavilan College

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Programs Offered

General Office

Occupational Objective:	Entry level office positions
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	28.5 - 34.5 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening
Target Population:	Adult

Home Health Aide

Occupational Objective:	Home Health Aide
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	3 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening
Target Population:	Adult

Gavilan College

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Programs Offered

Information Processing

Occupational Objective:

Word Processing Specialist, Processing Assistant Supervisor,
Administration Assistant

Program Location:

Same as above

Proximity to Public Transportation:

Bus directly to and from campus

Average Time to Complete Program:

35 - 41 units

Program Open Entry / Open Exit:

Yes

Approximate Cost to Complete Program

\$13.00/unit

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate

Prerequisites, Requirements or Waiting Lists:

No

Classes Offered During:

Day, Evening

Target Population:

Adult

Industrial Technology

Occupational Objective:

Industrial Technologist

Program Location:

Same as above

Proximity to Public Transportation:

Bus directly to and from campus

Average Time to Complete Program:

Certificate- 29 units, A.A. degree- 60 units

Program Open Entry / Open Exit:

No - Fall or Spring enrollment

Approximate Cost to Complete Program

\$13.00/unit

Training Cost Covers:

Registration Fees, Tuition, Tools/Uniform/Supplies

Received Upon Program Completion:

Certificate, A.S. degree

Prerequisites, Requirements or Waiting Lists:

No

Classes Offered During:

Day, Evening

Target Population:

Adult

Training Providers

Gavilan College

5055 Santa Teresa Boulevard, Gilroy, CA 95020
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Programs Offered

Management

Occupational Objective:	Entry level positions in mid-management training
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	29 - 35 units
Program Open Entry / Open Exit:	No - Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening
Target Population:	Adult

Marketing

Occupational Objective:	Entry level positions in marketing or related business areas
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	25 - 35 units
Program Open Entry / Open Exit:	No - Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening
Target Population:	Adult

Gavilan College

5055 Santa Teresa Boulevard, Gilroy, CA 95020
Phone: (408) 848 - 4735 Fax: (408) 848 - 4780

Programs Offered

Medical Office

Occupational Objective:	Medical Front Office, Medical Secretary
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	30.5 - 36.5 units
Program Open Entry / Open Exit:	No - Fall or Spring enrollment
Approximate Cost to Complete Program	\$13.00/unit + apprx. \$400.00
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening
Target Population:	Adult, High School

Microcomputer Applications

Occupational Objective:	Entry level positions
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	23.5 - 29.5 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Day, Evening
Target Population:	Adult

Gavilan College

5055 Santa Teresa Boulevard, Gilroy, CA 95020
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Programs Offered

Paralegal Studies

Occupational Objective:	Legal Secretary, Paralegal
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 23 units, A.A. degree- 55 units + contact hours
Program Open Entry / Open Exit:	No - Fall or Spring and Summer enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree
Prerequisites, Requirements or Waiting Lists:	English 1A required for some courses
Classes Offered During:	Evening, Weekend
Target Population:	Adult

Registered Nursing

Occupational Objective:	Registered Nurse
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 29 units, A.S.- 60 units
Program Open Entry / Open Exit:	No Fall enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree
Prerequisites, Requirements or Waiting Lists:	For more information call (408) 848-4883
Classes Offered During:	Day, Evening
Target Population:	Adult

Gavilan College

5055 Santa Teresa Boulevard, Gilroy, CA 95020
Phone: (408) 848 - 4735 Fax: (408) 848 - 4780

Programs Offered

Real Estate

Occupational Objective:	Real Estate License
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	24 - 25 units
Program Open Entry / Open Exit:	No - Fall enrollment
Approximate Cost to Complete Program	\$13.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	No
Classes Offered During:	Evening
Target Population:	Adult

Vocational Nursing

Occupational Objective:	Nurse Assistant, Home Health Aide, Licensed Vocational Nurse
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 44 units, A.S.- 60 units
Program Open Entry / Open Exit:	No- Fall or Spring and Summer enrollment
Approximate Cost to Complete Program	\$13.00/unit + \$100.00
Training Cost Covers:	Registration Fees, Tuition, uniform and other materials
Received Upon Program Completion:	Certificate, A.S. Degree
Prerequisites, Requirements or Waiting Lists:	Prerequisites and waiting list- For more information call (408)848-4883
Classes Offered During:	Day, Evening, Weekend
Target Population:	Adult

Training Providers

Hartnell College

150 Homestead Avenue, Salinas, CA 93901
(408) 755-6700

GENERAL INFORMATION:

Programs Offered

School Type:

Community College

Financial Assistance Available?

Yes

Type of Financial Aid Available:

**Pell, Cal Grant, California Community Colleges Board of Governors
(B.O.G), CARE (for single mothers)**

Vocational Assessment?

Yes

Guidance Counseling?

Yes

Job Placement Assistance?

Yes

Special Services Offered:

**Programs for Individuals with Disabilities, ESL classes,
EOPS, Coop Work Experience, Tutorial, Single Parent Services**

Administration of Justice

Occupational Objective:

**Police Officer, Probation Officer, Correction Officer, Investigator,
Security Guard, Deputy Sheriff**

Program Location:

Same as above

Proximity to Public Transportation:

Bus directly to and from campus

Average Time to Complete Program:

Certificate 31-33 units, A.A.- 51 units + 15 G.E. units

Program Open Entry / Open Exit:

No

Approximate Cost to Complete Program

\$12.00/unit

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate, A.A. degree

Prerequisites, Requirements or Waiting Lists:

18 years old or permission of HS principal

Classes Offered During:

Refer to Class Schedule

Target Population:

Adult

Hartnell College

150 Homestead Avenue, Salinas, CA 93901
(408) 755-6700

Programs Offered

Animal Health Technology

Occupational Objective: Registered Veterinary Technician
 Program Location: Same as above
 Proximity to Public Transportation: Bus directly to and from campus
 Average Time to Complete Program: A.S.- 71 units + 21 G.E. units
 Program Open Entry / Open Exit: No
 Approximate Cost to Complete Program: \$12.00/unit
 Training Cost Covers: Registration Fees, Tuition
 Received Upon Program Completion: A.S. degree
 Prerequisites, Requirements or Waiting Lists: 18 years old, Intro. to Animal Health, General Biology , Principles of Chemistry and Intro. to IBM/PC Compatible Computers
 Classes Offered During: Refer to Class Schedule
 Target Population: Adult

Apprenticeship and Journeyman Training

Occupational Objective: Electrician
 Program Location: IBEW Hall, Castroville
 Proximity to Public Transportation: No
 Average Time to Complete Program: Certificate- 5 years (850 hrs. CRT, 9,000 hours on the job)
 Approximate Cost to Complete Program: \$13.00/unit
 Training Cost Covers: Registration Fees, Tuition
 Received Upon Program Completion: Certificate
 Prerequisites, Requirements or Waiting Lists: Registered with the IBEW as an apprentice under the California State Division of Apprenticeship Standards
 Classes Offered During: Refer to Class Schedule
 Target Population: Adult

Hartnell College

150 Homestead Avenue, Salinas, CA 93901
(408) 755-6700

Programs Offered

Auto Collision Repair

Occupational Objective:	Auto Body Repairer, Auto Body Painter
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 29-35 units, A.S.- add A.S. degree Requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$12.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS Principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

Automotive Technology

Occupational Objective:	Auto Collision Repair, Auto Painter, Service Writer, Body Shop
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 26-49 units, A.S.- add A.S. degree Requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$12.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS Principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

Hartnell College

150 Homestead Avenue, Salinas, CA 93901
(408) 755-6700

Programs Offered

Bilingual Education

Occupational Objective:	Bilingual Aide
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	A.A.- 33 units + A.A. degree requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$12.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	A.A. degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS Principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

Business Administration

Occupational Objective:	Small Business Owner, Financial Manager or Specialist
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 29-36 units, A.A.- 46-48 units + 15 G.E. units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$12.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

Hartnell College

150 Homestead Avenue, Salinas, CA 93901
(408) 755-6700

Programs Offered

Business Office Technology

Occupational Objective:

Word Processor, Secretary, Admin. Assistant, Receptionist Bookkeeper, Account Clerk

Program Location:

Same as above

Proximity to Public Transportation:

Bus directly to and from campus

Average Time to Complete Program:

Certificate 28-31 units, A.A.- 44 units + 20 G.E. units

Program Open Entry / Open Exit:

No

Approximate Cost to Complete Program

\$12.00/unit

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate, A.A.

Prerequisites, Requirements or Waiting Lists:

18 years old or permission of HS principal

Classes Offered During:

Refer to Class Schedule

Target Population:

Adult

Computer and Information Science

Occupational Objective:

Computer Programmer, Aide or Operator

Program Location:

Same as above

Proximity to Public Transportation:

Bus directly to and from campus

Average Time to Complete Program:

Certificate- 26-39 units, A.S.- add 15 G.E. units

Program Open Entry / Open Exit:

No

Approximate Cost to Complete Program

\$12.00/unit

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate, A.S. Degree

Prerequisites, Requirements or Waiting Lists:

18 years old or permission of HS principal

Classes Offered During:

Refer to Class Schedule

Target Population:

Adult

Hartnell College

150 Homestead Avenue, Salinas, CA 93901
(408) 755-6700

Programs Offered

Construction Technology

Occupational Objective:

Construction Manager, Carpenter, Electrician, Plumber, Sheet Metal Worker, Concrete Finisher

Program Location:

Same as above

Proximity to Public Transportation:

No

Average Time to Complete Program:

Certificate- 24-37 units, A.S.- 60 units

Approximate Cost to Complete Program

\$12.00/unit

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate, A.S. degree

Prerequisites, Requirements or Waiting Lists:

18 years old or permission of HS Principal

Classes Offered During:

Refer to Class Schedule

Target Population:

Adult

Drafting Technology/CAD

Occupational Objective:

Drafter (CAD)

Program Location:

Same as above

Proximity to Public Transportation:

Bus directly to and from campus

Average Time to Complete Program:

Certificate 24-30 units, A.S.- 51-52 units + 12 G.E. units

Program Open Entry / Open Exit:

No

Approximate Cost to Complete Program

\$12.00/unit

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate, A.S. degree

Prerequisites, Requirements or Waiting Lists:

18 years old or permission of HS Principal

Classes Offered During:

Refer to Class Schedule

Target Population:

Adult

Hartnell College

150 Homestead Avenue, Salinas, CA 93901
(408) 755-6700

Programs Offered

Early Childhood Education

Occupational Objective:	Pre-school Teacher
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 34-40 units, A.A.-add A.A. Degree requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$12.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS Principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

Electronics

Occupational Objective:	Electronic Technician, Electrician
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 12-45 units, A.S.- 48-49 + 12 G.E. units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$12.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

Hartnell College

150 Homestead Avenue, Salinas, CA 93901
(408) 755-6700

Programs Offered

Environmental Technology

Occupational Objective:	Environmental Technology
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 40 units, A.S.- add 15 G.E. units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$12.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

Financial Institution Operations

Occupational Objective:	Finance Manager, Loan Interviewer, Adjustment Clerk, Account Collector, Bank Teller
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 23-29 units, A.A.- add A.A. degree requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$12.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

Training Providers

Hartnell College

150 Homestead Avenue, Salinas, CA 93901
(408) 755-6700

Programs Offered

Fire Science

Occupational Objective:	Fire Fighter
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 24-31 units, A.S.- add A.S. degree requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$12.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

Health Education

Occupational Objective:	Alcohol/Drug Specialist
Program Location:	Same as above
Proximity to Public Transportation:	No
Average Time to Complete Program:	Certificate- 28 units, A.S.- completion of A.S. degree requirements
Approximate Cost to Complete Program	\$12.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS Principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

Hartnell College

150 Homestead Avenue, Salinas, CA 93901
(408) 755-6700

Programs Offered

Human Services

Occupational Objective:	Health Services Worker, Human Service Aide, Probation Aide, Human Services Worker, Volunteer Worker
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 30-48 units, A.S.- add 21 G.E. units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$12.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

Industrial Mechanic

Occupational Objective:	Small Engine Repair, Industrial Technician
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 37-39 units, A.S.- add A.S. degree requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$12.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS Principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

Training Providers

Hartnell College

150 Homestead Avenue, Salinas, CA 93901
(408) 755-6700

Programs Offered

Industrial Technology

Occupational Objective:

Program Location:

Proximity to Public Transportation:

Average Time to Complete Program:

Approximate Cost to Complete Program

Training Cost Covers:

Received Upon Program Completion:

Prerequisites, Requirements or Waiting Lists:

Classes Offered During:

Target Population:

Industrial Mechanics, Industrial Technician

Same as above

Bus directly to and from campus

Certificate 37-39 units, A.S.- add A.S. degree requirements

\$12.00/unit

Registration Fees, Tuition

Certificate, A.S. degree

18 years old or permission of HS principal

Refer to Class Schedule

Adult

Instructional Aide

Occupational Objective:

Program Location:

Proximity to Public Transportation:

Average Time to Complete Program:

Program Open Entry / Open Exit:

Approximate Cost to Complete Program

Training Cost Covers:

Received Upon Program Completion:

Prerequisites, Requirements or Waiting Lists:

Classes Offered During:

Target Population:

Electronic Assembler

Same as above

Bus directly to and from campus

Certificate 51 units, A.A.- add A.A. degree requirements

No

\$12.00/unit

Registration Fees, Tuition

Certificate, A.A. degree

18 years old or permission of HS principal

Refer to Class Schedule

Adult

Hartnell College

150 Homestead Avenue, Salinas, CA 93901
(408) 755-6700

Programs Offered

Library/Media Technology

Occupational Objective:	Library Assistant, Media Equipment Technician, Genealogist
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate 40 units, A.A. - 39-42 units + A.A. degree requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$12.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

Mill-Cabinet Technology

Occupational Objective:	Cabinetmaker, Milling Operator, Finish Carpenter
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 39-45 units, A.S. degree- add 15 G.E. units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$12.00/unit
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

Training Providers

Hartnell College

150 Homestead Avenue, Salinas, CA 93901
(408) 755-6700

Programs Offered

Photography

Occupational Objective:	Advertising, News, Commercial, Professional Photographer
Program Location:	same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 21 units, A.A. degree- 21 units + 18 G.E. units
Approximate Cost to Complete Program	\$2,000.00
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree
Prerequisites, Requirements or Waiting Lists:	18 years old or permission of HS Principal
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

Primary Care Associate

Occupational Objective:	Physician's Assistant
Program Location:	Same as above and Palo Alto
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 6 semesters, coordinated with Stanford University
Approximate Cost to Complete Program	\$2000.00/ semester
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree
Prerequisites, Requirements or Waiting Lists:	Refer to Course Catalogue
Classes Offered During:	Refer to Class Schedule
Target Population:	Adult

Hartnell College

150 Homestead Avenue, Salinas, CA 93901
(408) 755-6700

Programs Offered

Real Estate

Occupational Objective:

Real Estate Agent, Broker, Appraiser, Property Manager, Loan Officer,
Real Estate Office Manager

Program Location:

Same as above

Proximity to Public Transportation:

Bus directly to and from campus

Average Time to Complete Program:

Certificate 24 units, A.A.- add A.A. degree requirements

Program Open Entry / Open Exit:

No

Approximate Cost to Complete Program

\$12.00/unit

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate, A.A. degree

Prerequisites, Requirements or Waiting Lists:

18 years old or permission of HS Principal

Classes Offered During:

Refer to Class Schedule

Target Population:

Adult

Welding Technology

Occupational Objective:

Welder

Program Location:

same as above

Proximity to Public Transportation:

No

Average Time to Complete Program:

Certificate- 37-43 units, A.A.- 43 units + 18 G.E. units

Approximate Cost to Complete Program

\$12.00/unit

Training Cost Covers:

Registration Fees, Tuition

Received Upon Program Completion:

Certificate, A.A. degree

Prerequisites, Requirements or Waiting Lists:

18 years old or permission of HS Principal

Classes Offered During:

Refer to Class Schedule

Target Population:

Adult

Hartnell College

150 Homestead Avenue, Salinas, CA 93901
(408) 755-6700

Programs Offered

Water Technology

Occupational Objective:

Program Location:

Proximity to Public Transportation:

Average Time to Complete Program:

Approximate Cost to Complete Program

Training Cost Covers:

Received Upon Program Completion:

Prerequisites, Requirements or Waiting Lists:

Classes Offered During:

Target Population:

Water Treatment Operator, Wastewater Treatment Operator

same as above

No

Certificate- 31 units, A.S.- Add A.S. degree requirements

\$12.00/unit

Registration Fees, Tuition

Certificate, A.S. degree

18 years old or permission of HS Principal

Refer to Class Schedule

Adult

Mission Trails

867 East Laurel Drive, Salinas, CA 93905
(408) 422-5115

GENERAL INFORMATION:

Programs Offered

School Type:

Financial Assistance Available?

Type of Financial Aid Available:

Vocational Assessment?

Guidance Counseling?

Job Placement Assistance?

Regional Occupation Program

No

Fee waived for GAIN, JTPA, SSI, AFDC, GA, DR, UI, Food Stamps

Yes

Yes

Yes

Animal Care Livestock

Occupational Objective:

Program Location:

Proximity to Public Transportation:

Average Time to Complete Program:

Program Open Entry / Open Exit:

Approximate Cost to Complete Program

Training Cost Covers:

Received Upon Program Completion:

Prerequisites, Requirements or Waiting Lists:

Classes Offered During:

Target Population:

Veterinarian Assistant, Animal Caretaker, Horse Trainer

Same as above

Bus directly to and from campus

180-360 hours

Yes

\$25.00

Enrollment Fee, Books

Certificate

None

Day

Adult, High School

Mission Trails

867 East Laurel Drive, Salinas, CA 93905
(408) 422-5115

Programs Offered

Auto Body and Fender Repair

Occupational Objective:	Auto Body Repair, Auto Painter
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	525 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Automotive Technology

Occupational Objective:	Auto Mechanic, Trans Mech., Helper, Minor Repairer, Tune Up Mechanic
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	720 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Mission Trails

867 East Laurel Drive, Salinas, CA 93905
(408) 422-5115

Programs Offered

Banking and Finance

Occupational Objective:	Teller, Credit Checker, Adjustment Clerk
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Checker/Cashier

Occupational Objective:	Cashier, Counter & Rental Clerk, Sales Associate, Stocker/Grocer Clerk
Program Location:	Alisal High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	18 weeks (1 semester)
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fees, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Mission Trails

867 East Laurel Drive, Salinas, CA 93905
(408) 422-5115

Programs Offered

Child Care Careers

Occupational Objective:	Child Care Worker, Teacher Aide, Home Day Care Provider
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Co-Op

Occupational Objective:	Child Care Workers, Office Careers, Restaurant, Retail Sales
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Varies with program
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Work experience in industry
Classes Offered During:	Day
Target Population:	Adult, High School

Mission Trails

867 East Laurel Drive, Salinas, CA 93905
(408) 422-5115

Programs Offered

Computer Business Applications

Occupational Objective: Clerk Typist including. Word Processing, Data Entry Clerk, Receptionist, Secretary, Computer Operator
Program Location: Same as above
Proximity to Public Transportation: Bus directly to and from campus
Average Time to Complete Program: 360 hours, each level (Level I, Level II)
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: \$25.00
Training Cost Covers: Enrollment Fees, Books
Received Upon Program Completion: Certificate
Prerequisites, Requirements or Waiting Lists: None
Classes Offered During: Day, Evening
Target Population: Adult, High School

Construction Technology

Occupational Objective: Cabinetmaker, Carpenter, Milwright, General Contractor
Program Location: Salinas High School
Proximity to Public Transportation: Bus directly to and from campus
Average Time to Complete Program: 4 semesters (2 years)
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: \$25.00
Training Cost Covers: Enrollment Fee, Books
Received Upon Program Completion: Certificate
Prerequisites, Requirements or Waiting Lists: 16 years old and able to lift 100 lbs.
Classes Offered During: Day
Target Population: Adult, High School

Mission Trails

867 East Laurel Drive, Salinas, CA 93905
(408) 422-5115

Programs Offered

Cosmetology

Occupational Objective:	Cosmetology, Manicurist
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	1600 hours
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Dental Careers

Occupational Objective:	Dental Assistant
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	2 semesters
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fees, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Mission Trails

867 East Laurel Drive, Salinas, CA 93905
(408) 422-5115

Programs Offered

Dental Radiography

Occupational Objective:	Dental Assistant X-ray License
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	60 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$35.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Desktop Publisher

Occupational Objective:	Graphic Artist, Paste-Up Worker, Typesetter, Proofreader, Writer/Editor
Program Location:	Alisal High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Mission Trails

867 East Laurel Drive, Salinas, CA 93905
(408) 422-5115

Programs Offered

Fashion Merchandising

Occupational Objective:	Displayer, Salesperson, Stock Clerk
Program Location:	North Salinas High
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	352 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fees, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Fire Science

Occupational Objective:	Fire Fighter
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	525 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Mission Trails

867 East Laurel Drive, Salinas, CA 93905
(408) 422-5115

Programs Offered

Floristry

Occupational Objective:	Wholesalers, Floral Designers, Nursery Workers
Program Location:	North Salinas High
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	2 semesters
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Home Care Occupations

Occupational Objective:	Nurse Aide
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fees, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Mission Trails

867 East Laurel Drive, Salinas, CA 93905
(408) 422-5115

Programs Offered

Home Health Aide

Occupational Objective:	Home Health Aide
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	270 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Industrial Welding/ Metal Fabrication

Occupational Objective:	Maintenance Repair, Equipment Installer, Welding Machine Operator, Metal Fabricator
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	525 hours
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Mission Trails

867 East Laurel Drive, Salinas, CA 93905
(408) 422-5115

Programs Offered

Manicure Training

Occupational Objective:	Manicurist
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	350 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Office Careers

Occupational Objective:	Word Processor, Account Clerk, Receptionist, Typist Clerk, General Office Clerk, Secretary
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Mission Trails

867 East Laurel Drive, Salinas, CA 93905
(408) 422-5115

Programs Offered

Ornamental Horticulture

Occupational Objective:	Gardener, Landscape Gardener
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	525 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fees, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Restaurant Sales and Management

Occupational Objective:	Waiter/Waitress, Host/Hostess, Cook, Busperson, Food Service/Prep Cook, Cashier
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	90- 360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Must be at least 16 years old
Classes Offered During:	Day
Target Population:	Adult, High School

Mission Trails

867 East Laurel Drive, Salinas, CA 93905
(408) 422-5115

Programs Offered

Retail Sales

Occupational Objective:	Cashier, Salesperson
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	180-360 hours
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Tractor Maintenance Operation

Occupational Objective:	Farm Equipment Operator/Mechanic
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	525 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fees, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Mission Trails

867 East Laurel Drive, Salinas, CA 93905
(408) 422-5115

Programs Offered

Travel Careers

Occupational Objective:	Travel Agent
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Evening
Target Population:	Adult, High School

TV Production

Occupational Objective:	Radio- TV Announcer, TV Camera Operator
Program Location:	Same as above
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	\$25.00
Training Cost Covers:	Enrollment Fee, Books
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Morgan Hill Community Adult Education Center

1505 East Main Ave., Morgan Hill, CA, 95037
(408) 779-5261

General Information

School Type:	Adult Education
Financial Assistance Available?	Program is free
Type of Financial Aid Available:	No
Vocational Assessment?	No
Guidance Counseling?	No
Job Placement Assistance?	No

Programs Offered

English as a Second Language

Occupational Objective:	N/A
Program Location:	Same as above
Proximity to Public Transportation:	Bus stop in front of Campus
Average Time to Complete Program:	Depends on the student, Four Levels
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	Free
Training Cost Covers:	N/A
Received Upon Program Completion:	Certificate at the completion of each level
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Evening
Target Population:	Adult

General Education Diploma

Occupational Objective:	N/A
Program Location:	Same as above
Proximity to Public Transportation:	Bus stop in front of center
Average Time to Complete Program:	4-9 months
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program	GED examination- \$60.00
Training Cost Covers:	N/A
Received Upon Program Completion:	Certificate after successfully passing the GED examination
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day, Evening
Target Population:	Adult

Training Providers

San Benito Adult Education

San Benito Highschool
1220 Monterey Street, Hollister, 95023
(408) 637-5831

General Information

School Type:

Financial Assistance Available?

Type of Financial Aid Available:

Vocational Assessment?

Guidance Counseling?

Job Placement Assistance?

Adult Education

Program is free

No

No

No

No

Programs Offered

English as a Second Language

Occupational Objective:

Program Location:

Proximity to Public Transportation:

Average Time to Complete Program:

Program Open Entry / Open Exit:

Approximate Cost to Complete Program

Training Cost Covers:

Received Upon Program Completion:

Prerequisites, Requirements or Waiting Lists:

Classes Offered During:

Target Population:

N/A

Same as above

Bus directly to and from campus

1 year for each of the Five Levels

No

Program is free

N/A

Certificate at the completion of each level

None

Evening

Adult

General Education Diploma

Occupational Objective:

Program Location:

Proximity to Public Transportation:

Average Time to Complete Program:

Program Open Entry / Open Exit:

Approximate Cost to Complete Program

Training Cost Covers:

Received Upon Program Completion:

Prerequisites, Requirements or Waiting Lists:

Classes Offered During:

Target Population:

N/A

Same as above

Bus directly to and from campus

4-9 months

No

GED examination- \$60.00

N/A

Certificate after successfully passing the GED examination

None

Evening

Adult

Santa Clara County ROP- South
 7365 Monterey Street, Suite G, Gilroy, CA 95020
 (408) 842-0361

Programs Offered

School Type:

Financial Assistance Available?

Type of Financial Aid Available:

Vocational Assessment?

Guidance Counseling?

Job Placement Assistance?

Other:

Course Locations:

Regional Occupation Program

No

None

Yes

Yes

Yes

Fee waived for GAIN, JTPA, SSI, AFDC, GA, DR, UI, Food Stamps

Gavilan College

5055 Santa Teresa Blvd., Gilroy, Ca 95020

(408) 848-4816

Gilroy High School

750 West 10th Street, Gilroy, Ca, 95020

(408) 848-7120

Live Oak High School

1505 East Main St., Morgan Hill, Ca, 95037

(408) 779-5257

San Benito High School District

1220 Monterey Street, Hollister, Ca, 95023

(408) 637-5831

San Andreas High School

191 Alvarado St., Hollister, Ca 95023

(408) 637-9269

Santa Clara County ROP- South

7365 Monterey Street, Suite G, Gilroy, CA 95020
(408) 842-0361

Programs Offered

Agricultural Fabrication

Occupational Objective:	Agricultural Construction Worker and Related Fields
Program Location:	San Benito High School
Proximity to Public Transportation:	School bus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free except for books and tools
Training Cost Covers:	Registration fees, Tuition, Book fees for adults
Received Upon Program Completion:	Certificate, License eligible in some programs
Prerequisites, Requirements or Waiting Lists:	Must be at least 16 years old and in 11th grade
Classes Offered During:	Day
Target Population:	Adult, High School, Unemployed persons needing re-training

Athletic Training/Sports Medicine

Occupational Objective:	Exercise Instructor, Physical Therapy Aide
Program Location:	Gilroy High School , Live Oak High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Registration Fees, Tuition
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Santa Clara County ROP- South

7365 Monterey Street, Suite G, Gilroy, CA 95020
(408) 842-0361

Programs Offered

Auto Body Repair

Occupational Objective:

Program Location:

Proximity to Public Transportation:

Average Time to Complete Program:

Program Open Entry / Open Exit:

Approximate Cost to Complete Program

Training Cost Covers:

Received Upon Program Completion:

Prerequisites, Requirements or Waiting Lists:

Classes Offered During:

Target Population:

Auto Body Repairer

Gavilan College

Bus directly to and from campus

360 hours

Yes

Program is free except tools or books if required

Registration Fees, Tuition

Certificate

Must be at least 16 years old and in 11th grade

Day

Adult, High School

Automotive Mechanics/Automotive Technology

Occupational Objective:

Program Location:

Proximity to Public Transportation:

Average Time to Complete Program:

Program Open Entry / Open Exit:

Approximate Cost to Complete Program

Training Cost Covers:

Received Upon Program Completion:

Prerequisites, Requirements or Waiting Lists:

Classes Offered During:

Target Population:

Mechanic Assistant

Gilroy High School, San Benito High School

Bus directly to and from campus

720 hours

Yes

Program is free except for tools or books if required

Registration, Tuition

Certificate

Must be at least 16 years old and in 11th grade

Day

Adult, High School

Santa Clara County ROP- South

7365 Monterey Street, Suite G, Gilroy, CA 95020
(408) 842-0361

Programs Offered

Cabinetmaking

Occupational Objective:

Program Location:

Proximity to Public Transportation:

Average Time to Complete Program:

Program Open Entry / Open Exit:

Approximate Cost to Complete Program

Training Cost Covers:

Received Upon Program Completion:

Prerequisites, Requirements or Waiting Lists:

Classes Offered During:

Target Population:

Cabinet Maker

Live Oak High School , San Benito High School

Bus directly to and from campus

Partial Certificate- 180 hours

Yes

Program is free except for tools or books if required

Registration, Tuition

Certificate

Must be at least 16 years old and in 11th grade

Day

Adult, High School

Child Care/ Child Development

Occupational Objective:

Program Location:

Proximity to Public Transportation:

Average Time to Complete Program:

Program Open Entry / Open Exit:

Approximate Cost to Complete Program

Training Cost Covers:

Received Upon Program Completion:

Prerequisites, Requirements or Waiting Lists:

Classes Offered During:

Target Population:

Nursery School, Day Care School Workers

Live Oak High School, San Benito High School

Bus directly to and from campus

360 hours

Yes

Program is free

Registration Fees, Tuition, Books

Certificate

Must be at least 16 years old and in 11th grade

Day

Adult, High School

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Programs Offered

Clinical Medical Assistant

Occupational Objective:	Medical Assistant in Physicians Office
Program Location:	Gavilan College
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free except for tools and books if required
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Must be at least 16 years old and in 11th grade
Classes Offered During:	Day
Target Population:	Adult, High School

Commercial Arts/ Graphics

Occupational Objective:	Graphic Artist
Program Location:	Gilroy High School , San Benito High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Santa Clara County ROP- South

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Programs Offered

Computer Accounting

Occupational Objective:	Computer Accounting
Program Location:	Live Oak High School, San Benito High School, Gilroy High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Computer Aided Drafting (CAD)

Occupational Objective:	Architectural, Industrial or Mechanical Drawing
Program Location:	Gilroy High School , San Benito High School, Live Oaks High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free except for tools or books if required
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	1 year of introductory drafting or architectural drawing
Classes Offered During:	Day
Target Population:	Adult, High School

Santa Clara County ROP- South

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Programs Offered

Computer Business Office Applications

Occupational Objective:	Office Assistant, Secretary, Receptionist
Program Location:	Live Oak High School, San Benito High School, Gilroy High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free except for tools and books if required
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Must be at least 16 years old and in 11th grade
Classes Offered During:	Day
Target Population:	Adult, High School

Computer Science/ Structured Engineering

Occupational Objective:	Computer Programmer
Program Location:	San Benito High School, Live Oak High School, Morgan Hill
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	540 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free except for tools and books if required
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Must be at least 16 years old and in 11th grade
Classes Offered During:	Day
Target Population:	Adult, High School

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Programs Offered

Computer Word Processing

Occupational Objective:

Program Location:

Proximity to Public Transportation:

Average Time to Complete Program:

Program Open Entry / Open Exit:

Approximate Cost to Complete Program

Training Cost Covers:

Received Upon Program Completion:

Prerequisites, Requirements or Waiting Lists:

Classes Offered During:

Target Population:

Receptionist, Administrative Assistant, Word Processor

San Benito High School, Live Oak High School, Gavilan College,
Gilroy High School, San Andreas High School

Bus directly to and from campus

180 hours

Yes

Program is free

Cost of required materials varies from program to program

Certificate

None

Day

Adult, High School

Computer Word Processing/ Business Applications

Occupational Objective:

Program Location:

Proximity to Public Transportation:

Average Time to Complete Program:

Program Open Entry / Open Exit:

Approximate Cost to Complete Program

Training Cost Covers:

Received Upon Program Completion:

Prerequisites, Requirements or Waiting Lists:

Classes Offered During:

Target Population:

Commercial Artist, Graphic Designer

San Benito High School, Live Oak High School, Gavilan College,
Gilroy High School, San Andreas High School

Bus directly to and from campus

180 hours

Yes

Program is free

Cost of required materials varies from program to program

Certificate

None

Day

Adult, High School

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Programs Offered

Construction Technology

Occupational Objective:	Carpentry, Construction
Program Location:	Live Oak High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free except for tools and books if required
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Must be at least 16 years old and in 11th grade
Classes Offered During:	Day
Target Population:	Adult, High School

Dental Assisting/ X- Ray Safety

Occupational Objective:	Dental Assistant/X-Ray Technician
Program Location:	Gavilan College
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free except for tools and books if required
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	1 year of introductory drafting or architectural drawing
Classes Offered During:	Day
Target Population:	Adult, High School

Santa Clara County ROP- South

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Programs Offered

Electronics Technician

Occupational Objective:

Program Location:

Proximity to Public Transportation:

Average Time to Complete Program:

Program Open Entry / Open Exit:

Approximate Cost to Complete Program

Training Cost Covers:

Received Upon Program Completion:

Prerequisites, Requirements or Waiting Lists:

Classes Offered During:

Target Population:

Electronic Technician

Live Oak High School

Bus directly to and from campus

360 hours

Yes

Program is free except for tools and books if required

Registration fees, Tuition

Skills Competency Certificate, ASCROP certificate can be
after one year

Must be at least 16 years old and in 11th grade

Day

Adult, High School

Fashion Design, Textile, & Clothing Occupations

Occupational Objective:

Program Location:

Proximity to Public Transportation:

Average Time to Complete Program:

Program Open Entry / Open Exit:

Approximate Cost to Complete Program

Training Cost Covers:

Received Upon Program Completion:

Prerequisites, Requirements or Waiting Lists:

Classes Offered During:

Target Population:

Dress Making, Costume Making, Pattern Making

Live Oak High School

Bus directly to and from campus

360 hours

Yes

Program is free except tools and books if required

Registration fees, Tuition

Certificate

Must be at least 16 years old and in 11th grade

Day

Adult, High School

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Programs Offered

Food Service/ Restaurant Careers

Occupational Objective:	Cook, Cashier, Writer/Waitress, Dining Room Attendant, Hostess
Program Location:	San Benito High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free except for tools and books if required
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Must be at least 16 years old and in 11th grade
Classes Offered During:	Day
Target Population:	Adult, High School

Graphics

Occupational Objective:	Graphic Artist, Advertising or Print Shop
Program Location:	Live Oak High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free except for tools and books
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Santa Clara County ROP- South

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Programs Offered

Home Health Aide

Occupational Objective:	Home Health Aide
Program Location:	Gavilan College
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	40 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Skills Competency Certificate, Certificate of Completion
Prerequisites, Requirements or Waiting Lists:	California State Nurse Assistant Certificate and negative TB test
Classes Offered During:	Day
Target Population:	Adult, High School

Horticulture- Ornamental

Occupational Objective:	Nurseries, Greenhouses, Seed Farms, Mushroom Farms
Program Location:	Live Oak High School, Gilroy High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free except for tools and books if required
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Must be at least 16 years old and in 11th grade
Classes Offered During:	Day
Target Population:	Adult, High School

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Programs Offered

Hospitality Services

Occupational Objective:	Host/Hostess, Waiter/Waitress, Cashier, Housekeeper Aide, Hotel Desk Clerk
Program Location:	San Andreas High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free except for tools and books if required
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Must be at least 16 years old and in 11th grade
Classes Offered During:	Day
Target Population:	Adult, High School

Medical Office Procedures

Occupational Objective:	Medical Office Assistant, Medical Records Technician
Program Location:	Gavilan College
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	250 hours + 54 hours in terminology, 85 hours in transcription
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free except for tools and books if required
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Must be at least 16 years old and in 11th grade
Classes Offered During:	Day
Target Population:	Adult, High School

Santa Clara County ROP- South

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Programs Offered

Medical Office Procedures/ Terminology/ Transcription

Occupational Objective:	Medical Office Assistant, Medical Records Technician
Program Location:	Gavilan College
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	250 hours + 54 hours in terminology, 85 hours in transcription
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Beginning Word Processing
Classes Offered During:	Day
Target Population:	Adult, High School

Metal Fabrication

Occupational Objective:	Machine Shop Assistant, Plumbing Business, Construction
Program Location:	Live Oak High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free except for tools and books if required
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Must be at least 16 years old and in 11th grade
Classes Offered During:	Day
Target Population:	Adult, High School

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Programs Offered

Nurse Assistant/Orderly

Occupational Objective:	Nursing Assistant
Program Location:	Gavilan College
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Photography (Commercial)

Occupational Objective:	Photographer, News Photographer, Scientific Photographer, Photo Finisher
Program Location:	Live Oak High School, Gavilan College
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free except for tools and books if required
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Must be at least 16 years old and in 11th grade
Classes Offered During:	Day
Target Population:	Adult, High School

Santa Clara County ROP- South

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Programs Offered

Professional and Technical Writing

Occupational Objective:	Writer, Proof Reader, Editor
Program Location:	Live Oak High School, San Benito High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free except for tools and books if required
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	None
Classes Offered During:	Day
Target Population:	Adult, High School

Retail Marketing

Occupational Objective:	Advertising, Merchandising
Program Location:	Gilroy High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	Certificate- 540 hrs. (5 hrs. classroom instruction/week, 10 hrs OJT)
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free except for tools or books if required
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Must be at least 16 years old and in 11th grade
Classes Offered During:	Day
Target Population:	Adult, High School

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Programs Offered

Welding

Occupational Objective:	Welder
Program Location:	Live Oak High School
Proximity to Public Transportation:	Bus directly to and from campus
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program	Program is free except for tools and books if required
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate
Prerequisites, Requirements or Waiting Lists:	Must be at least 16 years old and in 11th grade
Classes Offered During:	Day
Target Population:	Adult, High School